

DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY MATERIEL COMMAND
5001 Eisenhower Ave, Alexandria, VA 22304

AMC REGULATION
No. 725-4

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Requisition and Issue of Supplies and Equipment

ISSUES

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CHAPTER 1

GENERAL

1-1. Purpose. This regulation prescribes standard stock control procedures for use in processing supply documents and issuing materiel within the US Army Materiel Command (AMC) supply distribution system.

1-2. Scope. This regulation applies to Headquarters, AMC; AMC major subordinate commands; accountable supply distribution activities (ASDA's) comprised of national inventory control points (NICP's) and Army class manager activities (ACMA's) responsible for processing supply documents; and US Army depots responsible for shipment of materiel.

1-3. Definitions. Definitions are contained in AR's 310-25 and 725-50.

1-4. General. a. This regulation, together with AR 725-50 and other appropriate Army and AMC regulations, will be used for requisitioning and issuing supplies and equipment.

b. Procedures for back-order validation, followup, cancellation, and requisition modifier have been eliminated from this regulation because of extended coverage presented in AR 725-50 and other regulations; however, reject/decision codes applicable to these subjects remain in this regulation. Prior to the internal assignment of additional reject/decision codes, a review will be made of appendixes A and B to determine applicability.

c. Recommended changes to this regulation and systems improvement will be forwarded to the Commander, AMC, ATTN: AMCSU-M.

1-5. Responsibilities. a. The Director of Supply, Headquarters, AMC, is responsible for:

(1) Prescribing basic standardized stock control procedures, policies, responsibilities, and supply document processing requirements associated with issuing materiel within the AMC supply distribution system.

(2) Evaluating performance and effectiveness of the supply distribution system.

b. The commander of each ASDA is responsible for:

(1) Implementing and insuring compliance with the provisions of this regulation.

(2) Evaluating the effectiveness and timeliness of issue processing at his activities.

c. The commander of each storage activity is responsible for processing materiel release orders (MRO's) and associated documentation and actions as prescribed in AMCR 725-7.

1-6. Issue of provisioning stocks. ASDA's will:

a. Consider the issue of stocks reserved in purpose code G to support Army troop requisitions when stocks are insufficient in purpose code A.

b. Make automatic issue of purpose code G stocks on requisitions containing priority designators (PD's) 01 through 03. Take resupply action to replace issued quantities.

c. For requisitions containing PD's 04 through 15, require a review and decision by the item manager to effect release of stocks. The following factors will be considered in making a determination to supply the requirements from purpose code G stocks:

(1) Provisioning stocks can be replaced prior to the projected support item release date; if so, issue may be made to support requisitions containing PD's 04 through 15.

(2) Shortage or delayed availability of provisioning stocks will not defer shipment of the related end item. Issue may be made to support requisitions containing PD's 04 through 10.

(3) Deficiency of provisioning stocks can be tolerated within the minimum availability specification or options (AR 700-120), or can be corrected in time for support item shipment to arrive at the destination prior to, or concurrent with, the related end item. Issue may be made to support requisitions containing PD's 04 through 06.

1-7. Peacetime use of war reserve stocks. ASDA's will not use war reserve assets for peacetime requirements without assurance that the stock used can be replaced within the time limits indicated below:

a. No assets stratified to the mobilization reserve acquisition objective will be used to fill peacetime requirements unless one of the following conditions are met:

(1) Peacetime funds are available to purchase an equal dollar amount of mobilization reserve stock within 120 days or prior to the end of the current fiscal year, whichever occurs first.

(2) Peacetime due-ins from procurement or rebuild are sufficient to make replacement of mobilization reserve stock.

b. General mobilization reserve stocks (purpose code B) may be used for peacetime operations to fill requirements on requisitions containing PD's 01 through 08, providing the conditions in a above are met.

c. Principal items (PEMA (procurement of equipment and missiles, Army)) contained in in-place reserve operational project stock, and purpose codes B, C, D, S, and T (AR 725-50) will not be issued permanently or temporarily for peacetime use without prior approval of the Deputy Chief of Staff for Logistics (DCSLOG), Department of the Army. ASDA's will submit, in writing, to the Commander, AMC, ATTN: AMCSU-SC, all requirements for issue of principal items (PEMA) and for purpose codes B, C, D, S, and T. Each request will cite the Federal stock number (FSN), nomenclature, quantity, requisition number, and basis for request. Estimated date item will be replaced will be cited for non-DADAC (Department of the Army Distribution/Allocation Committee) items, and recommended date and source of replacement will be cited for DADAC items.

d. When the conditions in a above are met, purpose code D stocks may be used for requisitions for not operationally ready supply (NORS) from RVN (Republic of Vietnam); from STRAF (United States Strategic Army Forces) units with Red Cape C-1 assignments; and for automatic resupply.

1-8. Accounting for reparable assets. ASDA's will:

a. Record reparable items not scheduled for maintenance in purpose code A, condition code F.

b. Record reparable items scheduled for maintenance in purpose code F, condition code F.

1-9. Repair parts support for depot maintenance programs.

a. ASDA's will reserve repair parts to support total program requirements for depot maintenance overhaul programs in purpose code F, condition code A.

b. ASDA's will not automatically release inventories reserved in purpose code F to fill other requirements, unless the requisition reflects "999" in the required delivery date

(RDD) or is a PD 01 through 03 requisition. ASDA's will take immediate action to replenish stocks released to fill requisitions with "999" in the RDD and high-priority requisitions.

1-10. Establishment of maximum release quantity (MRQ). ASDA's will:

a. Establish an MRQ for each item of supply not otherwise subject to quantitative constraint or control.

b. Use the MRQ to perform an excessive quantity edit. The criteria for determining the MRQ are as follows:

(1) For medium-dollar-value items for which requirements are computed by the CONUS (continental United States) net depot method, and for low-dollar-value items, the MRQ will be the fixed or variable safety level.

(2) For medium-dollar-value items for which requirements are computed by the major oversea depot method, and for high- and super-high-dollar-value items, the MRQ will be the world-wide average monthly demand quantity.

(3) On a selected item basis, a more realistic MRQ may be established on the basis of:

(a) Item characteristics.

(b) End item application, density, or geographic location.

(c) Demand peculiarities related to the item (e.g., seasonal order frequency).

(d) Asset position in relation to control levels.

c. Estimate the MRQ or base the MRQ on a percentage of the stock objective for items that are stocked but are not demand-supported. Use engineered estimates, replacement factors, and demand data accumulated on similar items to arrive at a suitable MRQ for items in this category.

d. Revise MRQ's as a result of normal operations (e.g., changes in demands, safety levels). On an annual basis, review MRQ's not adjusted through normal operations and update at least once a year.

Note. Performance of an excessive quantity edit is prescribed in chapter 3.

1-11. Accumulation of demand data. ASDA's will:

a. Provide for accurate accumulation of demand data in conjunction with processing requisitions.

b. Establish controls to preclude counting demands which, as a result of requisition edit, are rejected to the customer and for which it can be assumed a new requisition will be submitted.

c. To preclude overstocking, make provisions to reverse demand data when the following situations occur:

(1) Customer cancellation is accomplished.

(2) Cancellation of requirement is accomplished as a result of response to back-order reconciliation.

1-12. Passing actions/requisitions received for which the ASDA is not the supply source. ASDA's will:

a. Insure that catalog data are properly recorded in the master data record (MDR), number reference file (NRF), and internal Army Master Data File (AMDF).

b. Insure that the MDR, NRF, and AMDF (a above) are in agreement with the USACDA (US Army Catalog Data Agency) AMDF, and with the DAASO (Defense Automatic Addressing System Office) records.

c. Take action to correct the records, as necessary, to preclude further receipt of requisitions/passing actions.

1-13. Management control numbers (MCN's). ASDA's will not disseminate MCN's externally in any document pertaining to requisitions, such as status cards, MRO's, procurement requests, shipping/delivery orders, etc. ASDA's will identify materiel when shipped by FSN or by manufacturer's code and part number or item description (when FSN or part number is not appropriate).

1-14. Interchangeable and substitute (I&S) cross-reference. System design and manual procedures will provide for use of I&S data based on the phrase code and order of use in the I&S segment in the AMDF as established for AR 708-1.

1-15. Processing catalog changes. ASDA's will insure that catalog changes (i.e., stock number changes, unit-of-issue changes, and quantity changes, resulting from unit-of-issue changes) are processed to all sectors of the back-order files, active materiel request history and status (MRHS) files, and

procurement files. Requisition edit routine must provide for the mechanical conversion of the old (deleted) unit of issue, contained in the requisition, to the current unit of issue. These unit-of-issue changes must use the unit-of-issue conversion factor in the AMDF and the catalog changes will be made on the AMDF effective date.

1-16. Army class manager activities. ACMA's will comply with AR 710-7 and this regulation in processing/controlling requisitions, registering user interest in the Defense Logistics Services Center, and entering items in the AMDF for Army approved Defense Supply Agency/General Services Administration-managed items.

1-17. References. a. DOD 4140.34-M and DOD 4000.25-D.

b. AR's 11-8, 37-111, 70-4, 310-25, 310-50, 700-120, 708-1, 710-7, 725-50, and 740-26.

c. SB's 708-41 and 708-42.

d. AMCR 725-7.

CHAPTER 2

DOCUMENTATION CONTROL AND PROCESSING STANDARDS

2-1. General. Commodity and depot commanders will establish the necessary processing standards and control on supply documents as outlined in this chapter.

2-2. Controls on supply documents. The controls will assure that:

a. Requisitions will be entered in the materiel request history and status (MRHS) file immediately following validation of the document number.

b. Timely action is taken to meet standard delivery dates (SDD's), required delivery dates (RDD's), and required availability dates (RAD's), and that incoming work is scheduled to effect supply and delivery of approved shipments by these dates.

c. Release of shipments bearing an RDD or RAD well into the future (i.e., beyond the SDD) will be scheduled so as to preclude premature arrival of the shipment at the consignee site.

d. Supply documentation is prepared and distributed as prescribed in AR 725-50.

e. Supply and shipment status is furnished authorized recipients in accordance with the prescribed time frames.

f. Replies to followup are furnished authorized recipients in accordance with prescribed time frames.

g. Computer rejects requiring administrative review or managerial decision are immediately acted upon so that reentry for continued processing can be accomplished in the next scheduled processing cycle.

h. Supply documentation flowing between the accountable supply distribution activity (ASDA) and storage activity or from either of these sources back to the requisitioner is complete, correct, and contains factual data.

i. If the quantity on issue documents for small arms ammunition (Federal supply classification (FSC) 1305 only) exceeds 99,999, card column 29 will contain an "M" to denote

that the quantity is expressed in thousands. A five-digit "M" modified input quantity will be mechanically or manually converted to a full numeric quantity within depot custodial records and accountable records of the NICP (national inventory control point) and reconverted to a five-digit "M" modified quantity in all output documents. "M" modified quantity expression will be restricted for use within Army and will not be used in interservice documentation between Army installations and an inventory manager of another service. The capability to process unmodified documents to other services will be retained.

j. Requisitions containing an "S" in card column 62 will be processed against the availability record in priority sequence. Materiel release orders (MRO's) for these requisitions will be held for release to the storage depot within a time frame that will permit shipment of the materiel 50 days prior to expiration of the extended RDD.

2-3. Workload controls. ASDA's will:

a. In terms of backlog, establish workload controls that can be tolerated and still permit satisfactory on-time performance, in the following areas:

(1) Stock control activity.

(a) The number of transactions not processed against the MRHS file.

(b) The number of unanswered followup requests.

(c) Line items to be studied for purchase possibilities.

(d) Line items determined to be procurable and to be placed on purchase request to the procurement activity.

(e) All open lines in the stock control activity (excluding lines in the keypunch activity) and including lines in preedit and research.

(2) Keypunch activity. Line items to be keypunched.

(3) Data processing activity. Line items to be processed.

(4) Storage activity. Line items in storage not released to transportation.

(5) Purchase activity.

(a) Line items on purchase request that are not on purchase order or contractual instrument.

(b) Line items on purchase order or contractual instrument that are delayed.

b. Perform a regulatory review and analysis in the areas listed in a above in terms of current backlog versus acceptable backlog to preclude a serious supply slippage. Take prompt action to correct operational deficiencies in areas that reflect a slippage in supply performance.

c. Maintain a current schedule of central procurement and replenishment actions to place sufficient stocks at depot storage activities to create at least 90-percent availability.

2-4. Automatic data processing (ADP) cycles. a. ASDA's will normally schedule two requisition processing cycles for each weekday--one wrap-up (all transactions) and one high priority (PD's 01-08). One high-priority cycle will be scheduled for Saturday, Sunday, and holidays. High-priority cycles will include materiel release denials (MATRD's) and zero flashers received from the depot in addition to PD 01 through 08 requisitions.

b. When the volume of high priority (PD 01-08) requisitions warrants, an additional high-priority cycle may be scheduled.

c. These schedules will be established by each ASDA to conform with the prescribed times for the latest scheduled transmission of MRO's (app E).

CHAPTER 3
REQUISITION PROCESSING

Section I. MANUAL PREEDIT OF REQUISITIONS

3-1. Issue documents. Accountable supply distribution activities (ASDA's) will receive, or initiate, the following documents/requests:

a. Requisition cards (DD Form 1348, DOD Single Line Item Requisition System Document (Manual), DD Form 1348m, DOD Single Line Item Requisition System Document (Mechanical), and DD Form 1348-6, Non-FSN Requisition (Manual)), document identifier code (DIC) A0_.

b. Passing order cards (DD Form 1348m) (DIC A3_).

c. Multiline requisitions (DD Form 1348-4, Multi-use Standard Requisitioning/Issue System Document) accepted only from civilian agencies authorized to requisition from Army supply sources and not operating under MILSTRIP (Military Standard Requisitioning and Issue Procedures) or FEDSTRIP (Federal Standard Requisitioning and Issue Procedure).

Note. When stocks of DD Form 1348-4 are exhausted they will be replaced by Standard Form (SF) 344 (Multi-use Standard Requisitioning/Issue System Document).

d. Teletypes, radio messages, and telephone requests.

e. Requests from non-DOD activities on forms peculiar to the requisitioning activity.

f. Redistribution order cards (DD Form 1348m) (DIC A2_).

g. Referral order card (DD Form 1348m) (DIC A4_).

3-2. Media of receipt. ASDA's will:

a. Receive requisitions by the following media:

(1) Transceiver.

(2) Electrical media other than transceiver.

(3) Airmail or regular mail.

(4) Administrative electrical message.

(5) Telephone or radio.

(6) Courier.

b. Record requisitions received by telephone or radio directly to a DD Form 1348m or DD Form 1348-6 as follows:

<u>Block</u>	<u>Instructions</u>
B	Enter DODAAC from DOD 4000.25D. The telephone number of the requisitioner may be included as an optional entry.
1	Enter document identifier code.
2	Enter receiving ASDA's routing identifier code.
3	Enter media and status code.
4-6	(1) Enter stock or part number--the third position of the document identifier code (block 1) must be in agreement. If number exceeds these blocks, enter number in remarks block. (2) In third position of document identifier code (block 1), enter one of the following codes, as applicable: (a) Oversea demand--enter appropriate numeric code. (b) Domestic demand--enter appropriate alphabetic code.
7	Enter unit of issue.
8	Enter quantity requisitioned. If quantity exceeds 99,999, enter an "M" in the fifth position to indicate "thousands" (Federal supply classification (FSC) 1305 <u>only</u>).
9	Enter service assignment code.
10	Enter requisitioner code.
11	Enter numeric date of requisition.

<u>Block</u>	<u>Instructions</u>
12	Enter serial number.
13	Enter demand code.
14-15	Enter supplementary address.
16	Enter signal code.
17	Enter fund code (including the fund code for all service-funded Grant Aid requisitions and all International Logistics Program (ILP) requisitions with type assistance codes P and Z.
18	Enter distribution code, as applicable. Make sure that type of requirements/weapon system codes are entered in card columns 55 and 56.
19	Enter project code, as applicable.
20	Enter priority designator (PD).
21	Enter required delivery date, as applicable.
22	Enter advice code, as applicable.
23	Enter date received (cc 67-69); leave card columns 70 through 80 blank.
Remarks	<p>(1) Enter exception data (as outlined in para 3-3).</p> <p>(2) Make certain that the third position of the document identifier code (block 1) is a "5" or an "E" when exception data are recorded.</p>

c. Verify information with the caller before breaking communication contact. Requisitions received by telephone or radio will not be confirmed by transmittal of a punched card or in writing.

d. Transcribe requisitions received by teletype, letter, or other hard copy media to a DD Form 1348m or 1348-6 (b above). Retain the source document in segment 3 of the materiel request history and status (MRHS) file.

e. Transcribe requisitions received from non-DOD activities, in other than MILSTRIP format, to a DD Form 1348m or 1348-6 (b above). Assign a local document number to these requisitions only when a FEDSTRIP document number is not

provided. Furnish the requisitioning activity with the document number assigned. Annotate the source document with the assigned document number and retain in segment 3 of the MRHS file.

f. When DD Form 1348-4 or SF 344 (para 3-1c) is received, transcribe each line to DD Form 1348m or 1348-6 and process each line as a single requisition.

g. Requisitions on DD Form 1348, 1348m, or 1348-6 received by mail may or may not be keypunched. Annotate the date received in block 23 (cc 67-69).

h. Immediately route requisitions received by transceiver to the data processing activity for entry of the date received in card columns 67 through 69 and hold the requisitions for the next scheduled processing cycle.

i. Select those requisitions containing exception data (b through g above), and process as prescribed in paragraph 3-3. Key punch the remaining requisitions, if required, and forward to the data processing activity.

3-3. Manual review and preedit. ASDA's will:

a. Review requisitions containing exception data to determine the necessity for perpetuating these data output documentation to the storage and billing activities. Exception data are classified in the following general categories:

- (1) Unnecessary.
- (2) Funding/billing instructions.
- (3) Shipping instructions.
- (4) Justification/authorization data.
- (5) Stock/part number description data.
- (6) Other.

b. If exception data furnished can be eliminated by omission of an advice code and card columns 65 and 66 of requisition are blank, annotate the requisition as follows:

document identifier code (A01-

(2) Enter one of the following advice codes, as applicable, in block 22, to eliminate exception data:

<u>Code</u>	<u>Explanation</u>
2A	Not obtainable through local purchase or fabrication.
2B	Do not substitute.
2C	Do not back order. Suitable substitute acceptable.
2D	Furnish exact quantity.
2E	Free issue.
2F	Obsolete, but still required.
2G	New stock required.
2J	Do not substitute or back order.
2L	Quantity in quantity field exceeds normal demand; however, this is a confirmed valid requirement.
2T	Delivery to ultimate consignee by the standard delivery date (SDD) or required delivery date (RDD) entered hereon, or cancel requirement.

c. If exception data are insignificant, annotate block D of the requisition and line through the data.

d. If card columns 65 and 66 of the requisition are blank and the remarks block contains both unnecessary and other significant exception data, annotate block 22 with the applicable advice code and line through the unnecessary data. Do not adjust card column 3.

e. If exception data provide funding/billing instructions only, enter edit action code A5 in block 23 (cc 74 and 75) of the requisition. Convert the funding instructions into a fund code and enter in card columns 52 and 53. Coordinate the fund code information with the finance and accounting activity.

f. If the exception data provide only shipping instructions, enter edit action code AE in block 23 (cc 74 and 75) of the requisition.

Note. If a document contains both funding/billing instruction and shipping instruction exception data, edit action code AE will have precedence over edit action code AS.

g. Review requisitions for major/controlled/regulated items to assure that the basis, justification, and authorization furnished as exception data are acceptable.

(1) Process requisitions approved for supply, as follows:

(a) Enter edit action code A7 in block 23 (cc 74 and 75) if exception shipping instructions are not required on the materiel release order (MRO) card (DD Form 1348m).

(b) Enter edit action code AG in block 23 (cc 74 and 75) when exception shipping instructions are required on the MRO card.

(2) Process requisitions not approved for supply, as follows:

(a) If reason for reject can be identified to a specific status code, enter that code in block 23 (cc 74 and 75). If the reason for rejection does not meet a definitized code criteria, prepare (and keypunch) a supply status card (DD Form 1348m), in duplicate, citing status code CA. Enter the reason for rejection in the remarks block of the card. If the reason for rejection exceeds the remarks block, continue the explanation on the reverse side of the card. Mail one card to the recipient as indicated by the media and status code and, when applicable, to the activity indicated in card column 54; also, to the weapon system manager shown in card columns 55 and 56 if card column 40 contains a "G," indicating a NORs/ANORS (not operationally ready supply/anticipated not operationally ready supply) condition. Retain the duplicate supply status card in segment 3 of the MRHS file.

(b) Enter edit action code CA in block 23 (cc 74 and 75).

h. If requisitions contain a "5" or an "E" in the third position of the document identifier code and exception data are not reflected in the remarks block, make certain that a separate communication did not accompany the requisition. If rejection of the requisition is required, process as prescribed in g above.

Notes. 1. Prior to rejection of high-priority requisitions, PD's 01-08, contact the requisitioner by telephone to obtain the necessary information or clarification.

2. When necessary, action may be taken to force credit/negative balance on the accountable record as a result of processing MRO's for materiel not reported by the receiving depot (receipt not yet posted to the accountable record; awaiting receipt/processing of a DAC transaction, etc.). This type action will only take place after coordination between the processing activity and the ASDA. Action will be taken by ASDA's to clear credit/negative balances from the accountable record within 15 calendar days from the posting date of the credit transaction.

i. If the availability search is to be confined to a specific depot, ownership/purpose code, or condition code (or management code, if required), annotate block 23 of the requisition as follows:

- (1) Specific depot routing identifier code (cc 78-80).
- (2) Ownership/purpose code (cc 70).
- (3) Condition code (cc 71).
- (4) Management code (cc 72), if required.

j. After preedit and review are completed, forward requisitions for keypunching. Provide instructions to the keypunch activity to duplicate requisitions and return the original and duplicate to the preedit activity. Upon return of the requisitions from the keypunch activity, separate the original requisition from the duplicate. Forward the duplicate requisition to the data processing activity for processing in the scheduled processing cycle. Retain the original requisition in an "exception data suspense file" pending receipt of issue output documentation from the data processing activity.

Note. Employ maximum use of microfilm/microfiche (composition Federal stock number (FSN), edit file, part number cross-reference file, etc.), computer, or PCM (punched-card machine) to perform document validation and edit. Limit manual review of requisitions containing exception data and document rejects to computer or PCM processing.

Section II. ACCURACY EDIT

Document validation. ASDA's will:

a. Edit requisitions, passing orders, and redistribution of cards to assure that all essential data are complete and correct for processing.

Note. If a document contains both funding/billing instruction and shipping instruction exception data, edit action code AE will have precedence over edit action code A5.

g. Review requisitions for major/controlled/regulated items to assure that the basis, justification, and authorization furnished as exception data are acceptable.

(1) Process requisitions approved for supply, as follows:

(a) Enter edit action code A7 in block 23 (cc 74 and 75) if exception shipping instructions are not required on the materiel release order (MRO) card (DD Form 1348m).

(b) Enter edit action code AG in block 23 (cc 74 and 75) when exception shipping instructions are required on the MRO card.

(2) Process requisitions not approved for supply, as follows:

(a) If reason for reject can be identified to a specific status code, enter that code in block 23 (cc 74 and 75). If the reason for rejection does not meet a definitized code criteria, prepare (and keypunch) a supply status card (DD Form 1348m), in duplicate, citing status code CA. Enter the reason for rejection in the remarks block of the card. If the reason for rejection exceeds the remarks block, continue the explanation on the reverse side of the card. Mail one card to the recipient as indicated by the media and status code and, when applicable, to the activity indicated in card column 54; also, to the weapon system manager shown in card columns 55 and 56 if card column 40 contains a "G," indicating a NORS/ANORS (not operationally ready supply/anticipated not operationally ready supply) condition. Retain the duplicate supply status card in segment 3 of the MRHS file.

(b) Enter edit action code CA in block 23 (cc 74 and 75).

h. If requisitions contain a "5" or an "E" in the third position of the document identifier code and exception data are not reflected in the remarks block, make certain that a separate communication did not accompany the requisition. If rejection of the requisition is required, process as prescribed in g above.

Notes. 1. Prior to rejection of high-priority requisitions, PD's 01-08, contact the requisitioner by telephone to obtain the necessary information or clarification.

2. When necessary, action may be taken to force a credit/negative balance on the accountable record as a result of processing MRO's for materiel not reported by the receiving depot (receipt not yet posted to the accountable record; awaiting receipt/processing of a DAC transaction, etc.). This type of action will only take place after coordination between the shipping activity and the ASDA. Action will be taken by ASDA's to clear credit/negative balances from the accountable record within 15 calendar days from the posting date of the credit transaction.

i. If the availability search is to be confined to a specific depot, ownership/purpose code, or condition code (or management code, if required), annotate block 23 of the requisition as follows:

- (1) Specific depot routing identifier code (cc 78-80).
- (2) Ownership/purpose code (cc 70).
- (3) Condition code (cc 71).
- (4) Management code (cc 72), if required.

j. After preedit and review are completed, forward requisitions for keypunching. Provide instructions to the keypunch activity to duplicate requisitions and return the original and duplicate to the preedit activity. Upon return of the requisitions from the keypunch activity, separate the original requisition from the duplicate. Forward the duplicate requisition to the data processing activity for processing in the next scheduled processing cycle. Retain the original requisition in an "exception data suspense file" pending receipt of issue output documentation from the data processing activity.

Note. Employ maximum use of microfilm/microfiche (composite Federal stock number (FSN), edit file, part number cross-reference file, etc.), computer, or PCM (punched-card machine) to perform document validation and edit. Limit manual review to requisitions containing exception data and document rejects from computer or PCM processing.

Section II. ACCURACY EDIT

3-4. Document validation. ASDA's will:

a. Edit requisitions, passing orders, and redistribution order cards to assure that all essential data are complete and correct for processing.

b. Perform the validity edit prior to the authorization and availability edit. Correct or apply invalid or missing data, if possible, during the edit.

c. If input documents cannot be corrected, assign a reject/decision code and provide a reject/decision document (DD Form 1348m) as output for managerial review.

d. As a minimum, subject the following fields to a validity edit:

(1) Document identifier code (cc 1-3). Must contain DIC A01 through A05, A0A through A0E, A21 through A25, A2A through A2E, A31 through A35, A3A through A3E, A41 through A45, or A4A through A4E. If the second position of the requisition DIC is an "0," change to a zero (0) and continue processing. Reject invalid documents with reject/decision code AA.

(2) Routing identifier code (cc 4-6). Should be the routing identifier code of the ASDA receiving the document for processing. If an invalid routing identifier code is detected, insert the routing identifier code of the receiving ASDA and process the document for supply or for passing action to another source of supply.

(3) Media and status code (cc 7). Must contain media and status code 0, 2 through 7, B through G, K through P, or S through X. If this field is blank or contains other than an authorized code, enter code "L" and continue processing.

(4) Stock number (cc 8-22). Reject for managerial review, with reject decision code AC, when the following conditions exist:

(a) If card column 3 is coded "A" or "1" and card columns 8 through 18 contain other than a numeric FSN.

(b) If card column 3 is coded "C" or "3" and card columns 8 through 20 contain other than a numeric NATO (North Atlantic Treaty Organization) stock number.

(c) If card columns 8 through 22 are blank.

(5) Quantity (cc 25-29). Must contain a significant quantity. If the quantity field contains a significant numeric (other than zero) to the right in the field but card columns to the left are blank, emit zeros in the blank card columns. If the quantity field is blank, contains all zeros, or contains alphabetic characters, reject the documents with reject/decision code AF, except that if card column 29 is coded "M,"

it designates that the quantity is expressed in thousands and is a valid condition on small arms ammunition (FSC 1305 only).

(6) Requisitioner (cc 30-35). If card columns are blank, reject with reject/decision code BA.

(7) Date (cc 36-39). Must be numeric. Reject with reject/decision code AG when the following conditions exist:

(a) If there are blank card columns or alphabetic characters.

(b) If card column 36 contains a numeric higher than the current year in which the document is being processed.

(c) If card columns 37 through 39 contain numerics other than "001" through "365" ("001" through "366" for leap year).

(8) Serial number (cc 40-43). Reject with reject/decision code AH, when there are--

(a) Blank card columns.

(b) All zeros in card columns 40 through 43.

(9) Demand code (cc 44). Must contain demand code R, N, O, or P. If this field is blank or is coded "S," enter an "R" and continue processing. Demand code I will be entered by the Defense Automatic Addressing System (DAAS) facility only, and reflects an inactive item in that activity's file.

(10) Signal code (cc 51). Must contain signal code A, B, C, D, J, K, L, or M; otherwise, reject with reject/decision code AJ. Signal codes L or M are the only signal codes acceptable on Foreign Military Sales (FMS) requisitions. Only signal codes C or D are acceptable on Grant Aid requisitions.

(11) Fund code (cc 52 and 53).

(a) Army ILP (reimbursable). If signal code C or L is reflected, card column 52 must contain the fund code of the ASDA having item responsibility, and card column 53 must be coded "1," "4," or "9." The exception to this rule is those documents containing an "R" in card column 54. If signal code C or L is reflected and card columns 52 and 53 are blank, the DIC must be "A05." Reject invalid documents with reject/decision code AK. (If fund codes are assigned during the availability edit process, a validity edit is not required.)

(b) Army ILP (nonreimbursable). If signal code D or M is reflected, card columns 52 and 53 must be coded "GD" for

Grant Aid and "GE" for FMS requisitions. Reject invalid documents with reject/decision code AK. (If fund codes are assigned during the availability edit process, a validity edit is not required.)

(c) Valid fund codes. Valid fund codes and their appropriate symbols for all requisitioners are contained in Supplement 3 to DOD 4140.17-11, if reimbursement is required.

1. If fund code field is blank and the signal code is other than "D" or "M," reject the requisition using status code CM, provided edit action code A5 is not entered in card columns 74 and 75. Documents containing edit action code A5 will be processed as prescribed in paragraph 3-3e.

2. If a fund code exists, but does not match the fund code table, insert fund code XY and continue to process the requisition.

(12) Distribution code (cc 54). An entry in this field indicates the activity to receive 100-percent supply and shipment status in addition to that indicated by the media and status code. Limit the validation edit for this field to assure entry of distribution code B, F, K, or R if card column 30 (service assignment code) contains code B. If card column 30 contains a "B" and card column 54 contains other than "B," "F," "K," or "R," or is blank, reject with reject/decision code BF for managerial review.

(13) PD (cc 60 and 61). Must contain PD's 01 through 15. If field is blank or contains an invalid code, take one of the following actions and continue processing.

(a) If code 999 is not entered in the RDD field and no Joint Chiefs of Staff (JCS)-assigned project code is assigned, or if a date is in the RDD field and an "X" is entered in card column 62, enter PD 15.

(b) If code 999 is entered in the RDD field or JCS-assigned project code is assigned or demand is CONUS (continental United States) NORS/ANORS, enter PD 03.

(c) If a date is entered in the RDD field and there is no "X" entry in card column 62, enter PD 08.

(14) RDD (cc 62-64). The RDD assignment is the prerogative of the requisitioner. When this field contains an entry, assure that card column 62 is numeric or is coded "X," "A," "E," "N," or "S" and card columns 63 and 64 are numerics only. Reject invalid documents with reject/decision code BJ.

3-5. Duplicate document check. ASDA's will:

a. Check input to each processing cycle to detect document duplication.

b. Reject duplicate documents with reject/decision code BK.

3-6. Verification of activity address of initial requisitions and backorder releases. ASDA's will:

a. Verify input documents into each processing cycle of the "ship-to" and "bill-to" address.

b. As indicated by the signal code, compare the requisitioner code and/or the supplementary address with the activity address file to assure its existence.

c. If a record of the address cannot be found on the file, reject the input with reject/decision codes BA through BG, as applicable, for managerial review.

3-7. Stock number and authorization edit. ASDA's will:

a. Verify the stock number of each input document with the catalog data file to insure that:

(1) The stock number is valid and current.

(2) The item is the responsibility of the ASDA processing the document.

(3) Regulated and controlled items are not supplied without proper justification.

(4) Obsolete items are not supplied without justification.

b. Take the following actions as a result of the stock number edit:

(1) If the stock or part number of the input has been changed to a new stock number, change the input to the new number for availability edit processing. Prepare a supply status card citing status code BG in card columns 65 and 66. In addition to the new stock number, this card will reflect the correct unit of issue of the new stock number and the quantity change, if applicable. Reflect the unit price of the new stock number in card columns 74 through 80.

(2) If the catalog data file indicates that the stock number in the input is not the responsibility of the

recipient ASDA, and the input being processed is not a passing order, prepare a passing order card perpetuating data from the input document, except as follows:

(a) Card columns 4 through 6 will contain the routing identifier code of the responsible supply source.

(b) Card columns 74 through 76 will contain the routing identifier code of the ASDA initiating the passing action.

(c) Card columns 67 through 73 and 77 through 80 are blank. Do not perpetuate edit action codes, date received, or management data which may have been entered in these card columns. Prepare a supply status card reflecting status code BK in card columns 65 and 66 and the routing identifier code of the responsible supply source in card columns 67 through 69.

(3) If the document being processed is a passing order and the stock number is not the responsibility of the recipient ASDA, reject the document for managerial review with reject/decision code BL.

Note. Pass ILP requisitions for items that are not the responsibility of the recipient ASDA, unless the responsible source is DSA (Defense Supply Agency), GSA (General Services Administration), or other military service, and the fund code (cc 52-53) is blank. In this instance, reject the requisition to the US Army International Logistics Center and prepare a supply status card, DIC AE3, containing status code CH. International logistics requisitions containing an "R" in card column 54 may be passed to DSA or GSA.

(4) If the item requested is identified in the catalog data file as being obsolete and the document does not contain advice code 2F, reject the requisition by preparing a supply status card containing status code CJ.

(5) If the item requested is identified in the catalog data file as being controlled, the input document must contain edit action code A7 or AG; otherwise, reject for managerial review with reject/decision code FG or FH.

(6) If the item requested is identified as being a modification kit or a modification work order part, the input document must contain edit action code A7 or AG; otherwise, reject for managerial review with reject/decision code FA.

(7) If the item requested is identified as being procured only for ILP and input is not a Grant Aid or FMS requisition (a document with service code A or W in card columns 30 or 45 and a "B" in card column 30), reject for managerial review with reject/decision code BN.

(8) If the item requested is identified as being issuable only to an activity having a depot maintenance mission, the input document must contain project code ZCN or edit action code A7 or AG and service code A or W; otherwise, reject for managerial review with reject/decision code FE.

(9) If the item requested is identified as being authorized for local purchase and input is other than overseas; contains service code A or W; does not contain advice code 2A; or if the item requested is not available, reject to the requisitioner, supplementary addressee, or the activity designated in card column 54, as appropriate. Prepare a supply status card containing status code CP in card columns 65 and 66.

(10) If there is no matching catalog data record for the item requested, reject the input document for managerial review with reject/decision code AD. Prepare a supply status card containing status code BT in card columns 65 and 66.

3-8. Unit-of-issue edit. ASDA's will:

a. Compare the unit of issue reflected on the input document to the unit of issue in the catalog data file.

b. If the unit of issue on the input document is blank or contains numerics and the unit of issue in the catalog data record is "EA," emit "EA" in the input document.

c. If the unit of issue on the input document does not agree with the catalog data record, reject for managerial review with reject/decision code AE.

3-9. Excessive quantity edit. ASDA's will perform an excessive quantity edit on each demand document (except those listed in b below) to prevent automatic issue, procurement, or back order of excessive quantities.

a. Edit required. Compare the quantity requisitioned to the maximum release quantity (MRQ) and take the following action:

(1) For low- and medium-dollar items (requirements based on net depot methods).

(a) If the requested quantity is equal to or less than 150 percent of the MRQ, release the total quantity.

(b) If the requested quantity exceeds 150 percent of the MRQ, release the MRQ and reject the quantity exceeding the MRQ to the requisitioner. Prepare a supply status card containing status code CS.

(2) For medium- (requirements based on oversea depot methods) and high-dollar items, and special management items:

(a) If the requested quantity is equal to the MRQ, release the total quantity.

(b) If the requested quantity is greater than the MRQ, reject for managerial review with reject/decision code FK.

b. Edit not required. An excessive quantity edit is not required on the following types of demands:

(1) Army oversea requisitions containing advice code 1A or 1B.

(2) ILP requisitions.

(3) Requisitions from depot supply activities to support depot maintenance programs.

(4) ASDA-initiated requisitions.

(5) Requisitions containing advice code 2L.

(6) Interservice supply support (ISS) requisitions containing an alphabetic entry in card column 40.

(7) Requisitions identified by the project code as a requirement for distribution of support items for new equipment.

Section III. AVAILABILITY EDIT

3-10. Processing sequence. ASDA's will sequence all valid supply documents and back order releases for processing, prior to accomplishing the edit, in the following order:

a. Stock number.

b. Within stock number, PD's (high-to-low; high being PD 01). If there is more than one input demand document for the same stock number, total the quantities requested and compare to the quantity available for shipment. If the assets are insufficient to satisfy all demands and the demands involved contain either a requisition reflecting a JCS-assigned project code, "999" in the RDD field, an ILP commitment required availability date (RAD), or an RDD earlier than the established SDD, freeze all assets and reject all input documents for managerial decision with reject/decision code FM. Furnish a printout of availability records along with the

rejected demands. If the demands involved do not contain any of the aforementioned, then the date of the requisition within the same PD will control the release of materiel.

Note. When necessary, action may be taken to force a credit/negative balance on the accountable record as a result of processing MRO's for stock not reported by the receiving depot (i.e., receipt not yet posted to the accountable record; awaiting receipt/processing of DAC transaction). This type of action would only take place after coordination has been taken between the storage activity and the ASDA. Action will be taken by ASDA's to clear credit/negative balances, recorded on the accountable records, within 15 calendar days from the activity date when posted.

c. If assets are available and two or more documents contain the same PD, sequence the documents in the following order:

- (1) Those containing a JCS-assigned project code.
- (2) Those containing "999" in the RDD field.
- (3) Those containing an ILP commitment RAD.
- (4) Those containing an RDD earlier than the established SDD.
- (5) By the document number date within the priority.

d. As assets become available, include back orders established as direct delivery in the availability edit. Review to determine whether higher-priority requisitions can be supplied earlier from those assets than the date indicated for direct delivery. If it is determined that the date of delivery from available assets is earlier, ship from depot stocks and divert direct delivery to the appropriate depot.

3-11. Search pattern. ASDA's will:

a. Consider the following factors in the established search pattern:

- (1) Transportation and traffic management favorability of the depot storage activity to the consignee.
- (2) The PD on the document.
- (3) The ultimate consignee.
- (4) The shelf life of the item involved.

(5) Advice codes contained in the document.

b. Unless input is precoded to accomplish action against a specific depot, ownership/purpose code, and condition code, perform an availability edit in accordance with the purpose code availability search pattern established in appendix C. The search pattern outlined in appendix C is for condition code A stocks, with the following exceptions:

(1) Purpose code A, condition code E, stocks will be included in the availability search pattern after exhaustion of condition code A assets, regardless of the PD. In addition, condition code E assets may be ordered shipped from a specific depot having condition code A assets, based on the transportation and traffic management favorability of the storage activity to the consignee.

(2) Purpose code A, condition code C, stocks will be included in the availability search pattern on CONUS requisitions containing PD's 01 through 03, unless the requisition cites advice code 2G.

(3) Purpose code A, condition code B, stocks will be included in the availability search pattern on CONUS requisitions regardless of PD.

c. Make issue to zero balance to satisfy requisitions with PD's 01 through 08, JCS-approved projects, or ILP requirements with a committed RAD. Satisfy requisitions containing PD's 09 through 15 from assets above the control level.

d. Make unit pack adjustments, provided:

(1) The adjusted quantity is within 10 percent of the requested quantity.

(2) The PD is 09 through 15. (Make unit pack adjustments on ammunition items regardless of the PD.)

(3) The requisition does not contain advice code 2D.

(4) The requisition is not for participants of the ILP.

When unit pack adjustments are applied, prepare a supply status card with status code BJ. Do not change the unit of issue. The MRHS file will show an increase or decrease, as appropriate, to the original quantity requisitioned for mechanical balance of "quantity requested" versus "quantity shipped" in order to properly complete the MRHS file record.

e. If the item requested is not available (total or partial quantity) and the requisition contains advice code 2C or 2J, or if a requisition contains advice code 2T and delivery cannot be made to the ultimate consignee by the SDD/RDD entered thereon, reject the requisition and prepare and forward a supply status card with status code CB. Assure that the quantity field reflects the quantity not being supplied.

f. For Army requisitions that do not contain advice code 2B, available substitutes (interchangeable) and/or exhaust items will be issued in order of use sequence (AR 708-1). If the item shipped is different from the item requisitioned, a status card with status code BH will be prepared reflecting the unit of issue and FSN of the substitute or exhaust item and the appropriate quantity and unit price.

g. If the item cannot be supplied due to nonavailability and there are sufficient unobligated due-ins to satisfy the demand, place the demand on back order. Prepare a supply status card with status code BB. Enter the estimated availability date (EAD) in card columns 71 through 73.

h. If there are no unobligated due-ins, reject the input document with the appropriate reject/decision code (app A). Reject action is not necessary if automatic data processing (ADP) capability can initiate appropriate procurement action.

i. If the input document contains a specific depot ownership/purpose code, and condition code, and assets are not available, reject the document with reject/decision code FF.

j. If the input document contains an edit action code, process as dictated by the edit action code (e.g., place on back order, reject to the requisitioner).

k. If more than one action is required to satisfy the total quantity requested (e.g., partial issue and partial back order), assign a suffix code (cc 44) for each transaction. When an "M" modified FSC 1305 requisition is unit-pack adjusted and the quantity above 99,999 is not divisible by 1,000, assign an appropriate suffix code. Establish controls to insure the proper advancement of suffix code assignment to the subsequent transaction.

Note. Always enter the unit price in the supply status cards and MRO cards. If the standard unit price (dollars and cents) exceeds seven digits, drop the cents and place an "11" overpunch in card column 74. This will denote that the price reflected is "dollars" only.

1. When all input documents have been processed, establish the appropriate subrecords in segment 1 of the MRHS file. If a basic record is being established, compute submission time by subtracting the date received (cc 67-69 of the input document) and post the number of days to the record.

Note. If a duplication of a document number is detected during the posting of input to segment 1 of the MRHS file, reject with reject/decision code BK.

m. Prepare the following output documents:

(1) MRO card(s).

(2) Supply status card(s).

(3) Reject/decision documents. Use the format of the input document, except, leave card column 4 blank and enter the reject/decision code in card columns 5 and 6.

(4) Reentry card. Use the format of the input document, but establish controls that will identify the card as a reentry.

(5) Reject listing. Use this listing for controlling rejects and reentry action. The listing will be in stock number sequence. If ADP capability exists to maintain suspense control, this listing is not required.

(6) Reject summarization listing. Use this listing for analyzing rejects to determine the need to change controls or to perform liaison with the customer. Show the total count of rejects by decision code and the documents involved.

3-12. Distribution of output. ASDA's will:

a. Forward MRO cards (DIC A55 or A5E) to the stock control activity for the addition of exception data and for mailing to the depot identified in card columns 4 through 6. The balance of the MRO cards will be forwarded to the transceiver activity for transmission. Make sure MRO's are properly batched according to priority (PD 01-08 will not be commingled with PD 09-15 (routine)) for transmission as prescribed in paragraph 2-14, AR 725-50.

(1) PD 01-03--Priority (may use operation immediate if situation warrants).

(2) PD 04-08--Priority.

15--Routine.

Note. PD 01 through 08 MRO's will not be intermingled with PD 09 through 15 MRO's for transmission to remote storage depots. When necessary to transmit exception data, telephone or teletype will be used for PD 01 through 08; airmail, regular mail, or courier will be used for PD 09 through 15.

b. Forward the supply status cards containing status code CA to the stock control activity for addition of in-the-clear exception data, and for mailing. All other status cards, irrespective of media and status code, will be transmitted to the DAAS facility serving the ASDA.

c. Forward the reject/decision documents, reentry cards, reject listing, and reject summarization listing to the stock control activity.

Section IV. REJECT/DECISION AND REENTRY DOCUMENTS

3-13. Controlling reject/decision and reentry documents. ASDA's will:

a. Use the reject listing for controlling distribution of the reject documents. Annotate the listing with the name of the activity or the item manager to which documents are forwarded for research and correction.

b. Upon return of the reentry card, line through the corresponding entry on the reject listing. Key punch the reentry cards, if required, and forward to the data processing activity for entry into the next processing cycle.

c. Prior to the next scheduled processing cycle, review the reject listing for outstanding reject documents and follow up with the research activity, and complete the research and reentry actions for the next processing cycle.

3-14. Analyzing the reject summarization listing. ASDA's will:

a. Provide this listing as an aid in determining the effectiveness of the requisition edit program.

b. Direct analysis toward detection of trends, such as:

(1) The quantity and quality of local controls (e.g., level established for detecting excessive quantities too low; item manager overcontrolling or undercontrolling).

(2) The quantity of rejects due to incomplete or erroneous contents of requisitions.

c. As a result of the analysis, consider "manually performed" decisions if they can be accomplished satisfactorily.

d. Perform liaison with the requisitioner so he understands that his errors are causing a delay in receiving the materiel required.

Section V. PROCESSING MATERIEL RELEASE
CONFIRMATION (MRC) CARDS

3-15. Purpose of the shipment status--MRC cards. This document (DD Form 1348m) is created by the shipping depot and transmitted to the ASDA to report positive shipment action taken on an MRO card previously received from the ASDA.

3-16. Depot preparation. Depots will:

a. Prepare an MRC card in the format prescribed in appendix III-9, AR 725-50, for each MRO card processed for shipment. Reflect the actual quantity released to the carrier.

b. Assign the following document identifier codes:

Assign
DIC--

When--

ARA

The quantity shipped is greater than the quantity requested in the MRO card due to unit pack characteristics.

ARB

The quantity shipped is less than the quantity requested in the MRO card due to unit pack characteristics.

ARØ

Instances other than above occur.

Note. Management code G must appear in card column 72 of the MRO before DIC ARA/ARB can be used to identify an over/under shipment in an MRC due to unit pack.

3-17. Transmittal. MRC cards will not be delayed for transmission consolidation but will be transmitted to the ASDA in the next scheduled transmission dispatch to preclude or minimize processing MRO card followups.

3-18. Processing. ASDA's will:

a. Subject the MRC cards to the necessary accuracy edit routines to assure that all essential data are complete and correct for processing.

b. Simultaneously, make related checks with the materiel release denial (MATRD) card and MRO card subrecords.

c. Match the cards against the MRHS file and update the file as follows:

Note. The primary control in updating the file is the document number (cc 30-43) and the suffix code (cc 44), if applicable.

(1) Record the MRC card in the MRC card subrecord.

(2) Update the MRC card subrecord to reflect order quantity completed.

(3) Use the records that are updated by processing MRC cards to support supply performance reporting requirements.

d. If invalid conditions exist, create applicable MRHS file subrecord printouts and/or reject/decision documents for managerial review, correction, reentry, or other appropriate action. Reject MRC cards for managerial review, when--

(1) The card received does not match a basic subrecord in the MRHS file. Reject/decision code LA applies.

(2) The card received matches a basic record in the MRHS file but no matching MRO card is recorded in the MRO card subrecord. Reject/decision code LC applies.

(3) The quantity in the card received is greater than the matching MRO card quantity and the DIC is other than "ARA"; or when the combined quantity of the card received and the related MATRD card is greater than the recorded MRO card quantity. Reject/decision code LD applies.

(4) The quantity in the card received is less than the matching MRO card quantity and the DIC is other than "ARB"; or when the combined quantity of the card received and the related MATRD card is less than the recorded matching MRO card quantity. Reject/decision code LF applies.

(5) The stock number or unit of issue in the card received does not agree with the MRHS file. Reject/decision code LB applies.

(6) The card received matches the basic record in the MRHS file but another card matching the input has been previously received. Reject/decision code LG applies.

Section VI. PROCESSING MATERIEL
RELEASE DENIAL (MATRD) CARDS

3-19. General. ASDA's will:

a. Receive MATRD's from the storage depot by transceiver, telephone, or teletype, as applicable.

b. Process MATRD cards received in the succeeding compute cycle, to provide record update and preclude additional denials.

3-20. Validation. ASDA's will:

a. Match MATRD cards against the MRHS file to make certain that the MATRD card belongs to the processing ASDA and that the data content is valid. Validation criteria and applicable reject/decision codes LA through LG are shown in paragraph 2b, appendix A.

b. Correct other mismatched data (e.g., fund code or purpose code) by replacing the erroneous data with valid data taken from the MRO card record.

c. Process validated input documents in the item accounting routine.

d. Establish adequate controls to assure that corrected reject documents are reentered in the next computer cycle.

3-21. Processing the issue reversal. ASDA's will enter validated input into the item accounting cycle to:

a. Debit the denied quantity to the applicable ownership/purpose code, condition code, and specific depot in order to effect reversal of this quantity against the original (DIC A5_) transaction.

b. Reject for managerial review all MATRD cards with management code X, using reject/decision code LR. Include a complete investigation of the MRHS file to determine the reason for the denial (e.g., same materiel ordered shipped from two locations) and corrective action to be taken.

c. Reject for managerial review all MATRD cards with management code B, using reject/decision code LH. Determine

whether shipment is to be made from another location or whether the denying location will be requested to bring the materiel up to the required standard. Any transmission back to the denying depot must contain exception data with appropriate instructions.

d. Take action to adjust the accountable balances in accordance with instructions conveyed by the management code.

(1) MATRD cards with management code 2, physical inventory loss adjustments, may be processed for all assets in the denied condition for all purpose codes, except those stocks which may be physically segregated (e.g., purpose code L assets or purpose code D stocks that have been picked and packed and are being held for the call-forward).

(2) MATRD cards with management code 1, physical inventory loss adjustments, may be processed for all assets in all conditions and all purpose codes, except those stocks which may be physically segregated. In addition to the purpose codes identified above as physically segregated, this normally will include condition codes K, L, and M.

Note. The automatic processing of physical inventory losses will be applied only when authorized by appendix B, AR 740-26. When the automatic processing is not applied, the denial assets will be held in a frozen/suspended status (not to exceed 30 days) until an accurate balance is posted. The characteristics of the balance as to ownership/purpose, condition, and location will be retained. As applicable, section VIII, chapter 5, AR 725-50, applies.

3-22. Updating the MRHS file and reinstating the demand.
ASDA's will, after updating the accountable stock records, process the MATRD cards as follows:

a. Match the MATRD cards against the MRHS file and record the MATRD card to close out the corresponding open MRO card record.

b. Review for any corresponding open MRO card followups (DIC AF6) and record the denial as a response.

c. Determine if reinstatement of the demand is required. Reinstatement is not normally required for:

(1) MATRD cards received with management code X in card column 72.

(2) Issues to assembly/disassembly. (Normally, a redistribution action or acquisition action would be required first.)

(3) Issues of returns to the DSA.

(4) ISS shipments.

Note. Reject MATRD cards containing code J, K, L, or N in card column 40 for manual review, with reject/decision code LS. Furnish a printout of the master availability record (MAR) along with the rejected denials.

(5) Issues under the transferable assets program.

(6) Issues to property disposal activities.

(7) Disposition transactions other than property disposal.

d. Identify demands to be reinstated with an overpunch or a control code to preclude recording demand history against the reinstatement. If demand data are being reversed as a result of processing, the issue reversal identification of reinstatement action is not required.

e. Reestablish the open quantity in the MRHS file as prescribed in this chapter.

CHAPTER 4

RECONCILIATION OF OPEN REQUISITIONS

4-1. Open requisitions. For purposes of this regulation, an open requisition is defined as any document that has been rejected during document validation or for which positive action is not reflected in the materiel request history and status (MRHS) file. It includes the following documents:

a. Materiel release order (MRO) card, DD Form 1348m (DOD Single Line Item Requisition System Document (Mechanical)), for which a shipment status--materiel release confirmation (MRC) card (DD Form 1348m) or a materiel release denial (MATRD) card (DD Form 1348m) has not been received.

b. Any demand document temporarily suspended for off-line review and/or correction of erroneous data discovered during the accuracy edit routine.

c. Any demand document that must be suspended for technical review of the stock or part number for identification purposes and for which the requisitioner has been furnished a supply status card containing status code BT.

4-2. ASDA (accountable supply distribution activity) responsibility. ASDA's will:

a. For the purpose of identifying open requisitions, establish adequate control for timely review of the MRHS file and any document temporarily suspended.

b. Perform followup action with appropriate sources to obtain required data for completion of files.

c. Establish controls to assure continuing and timely supply action of requisitions suspended for technical review (para 4-1c).

d. Review MRHS files continuously and perform repeated followup until the required documents are received, or suspended demand documents are reentered for processing.

e. Bring any instances of repetitive delays in receipt of applicable documentation to the attention of the applicable US Army Procurement Detachment, depot commander, and other appropriate activities.

4-3. Reconciliation of open requisitions with shipping depots. a. ASDA's will:

(1) Provide MRO followup cards, document identifier code (DIC) AF6, to the storage activities as follows:

<u>Priority designator</u>	<u>Time</u>
01-08	At least once every 30 days for unconfirmed MRO's which are 7 days old.
09-15	At least once every 30 days for unconfirmed MRO's which are 15 days old.
01-15	Upon receipt of a followup from a requisitioner and the record indicates an open MRO due to no receipt of an MRC or MATRD from the shipping depot.

(2) Submit MRO followup cards requiring exception data to the storage activity via mail using the fastest postal methods available.

(3) In those cases where a third MRO followup is required it will be rejected for manual intervention and coordination between the ASDA and storage activity.

b. Shipping depots will, upon receipt of an MRO followup card, furnish ASDA's with the following documentation:

(1) An MRC card if shipment has been made and the MRC card was not previously transmitted.

(2) A shipment status--reply to followup card if shipment has been made and an MRC card was previously furnished.

(3) A shipment status--reply to followup card with the estimated date of shipment if shipment has not been made or if an MRO followup card must be converted (due to no record) to an MRC card and processed. Furnish the ASDA with shipment status MRC card at the time the materiel is released to the carrier.

(4) An MATRD card if denial action was taken and an MATRI card had not been previously transmitted. If records reveal that an MATRD card was previously furnished, forward a duplicate MATRD card, DIC B6_.

(5) An MRC card or shipment status card for those quantities shipped ((1) and (2) above) and an MATRD card for those

quantities denied ((4) above) when partial shipment and partial denial actions have been taken.

4-4. Followup of suspended requisitions. ASDA's will:

- a. Select from the "in-process" subrecord of the MRHS file all demand documents that were temporarily suspended for off-line review and which have not been returned for reentry within established time limitations.
- b. Prepare a followup card in the alinement and format of the suspended demand document, except change the DIC to "ZF_."
- c. Forward the followup card (DIC ZF) to appropriate operating personnel for reentry of the demand document for processing.

CHAPTER 5

FILES, FILE MAINTENANCE, AND REGISTERS

Section I. MATERIEL REQUEST HISTORY AND STATUS (MRHS) FILE

5-1. Establishing the file. ASDA's (accountable supply distribution activities) will:

- a. Establish an MRHS file, in document number sequence, for the purpose of recording all documents received or initiated. Record dates in this file for each transaction.
- b. After recording the document, update the file as part of each automatic data processing (ADP) cycle, to provide current status information and to support other records and reports.
- c. To the maximum extent possible, maintain the file by computer method; however, when computer capability is limited, a punched-card machine (PCM) may be used to maintain the file in card form.

5-2. File content. ASDA's will record the following documents in the MRHS file:

- a. Received or initiated documents.
 - (1) Requisition card (document identifier code (DIC) A0_).
 - (2) Passing order card (DIC A3_).
 - (3) Referral order card (DIC A4_).
 - (4) Materiel release order (MRO) card (DIC A5_).
 - (5) Materiel release denial (MATRD) card (DIC's A6_ and B6_).
 - (6) Redistribution order card (DIC A2_).
 - (7) Requisition modifier card (DIC AM_).
 - (8) Cancellation card (DIC AC_).
 - (9) Supply status card (DIC AE_).

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- (10) Followup card (DIC AF_).
- (11) Shipment status card (DIC AS_).
- (12) Reply to cancellation request--shipment status (DIC AU_).

(13) Reply to cancellation request card (DIC AG6).

(14) Followup card (DIC AT_).

(15) Shipment status reply to followup (DIC AR_).

b. Back-order documents.

(1) Back-order transaction card (DIC DG_).

(2) Direct delivery card (DIC DG_).

(3) Issue transaction--back-order release card (DIC D7_).

(4) Back-order validation request card (DIC AN_).

(5) Back-order validation response card (DIC AP_).

c. Proof of shipment documents.

(1) Shipment status--materiel release confirmation (MRC) card (DIC's ARØ, ARA, and ARB).

(2) Shipment status card (DIC AS_).

5-3. File segmentation. ASDA's will divide the MRHS file into the following major segments;

a. Segment 1. Maintain by computer, PCM, or manual methods in document number sequence, depending upon the configuration of mechanical equipment available. Maintain a record of all documents listed in paragraph 5-2. Subrecords incident to segment 1 are described in paragraph 5-4.

ent 2. Maintain manually by filing the cards number sequence. This segment consists of those red or initiated, that contain exception data back of DD Form 1348 or 1348m (DOD Single Line System Document) (Manual or Mechanical). segment 2 as follows:

s.

c. Segment 3. Maintain manually in document number sequence. This segment consists of:

(1) Requisitions and requests for materiel received in other than DD Form 1348 format to which supply source document numbers are assigned.

(2) Duplicated copies of supply status cards (DD Forms 1348m), containing status code CA, and an explanation for rejection. When due to security reasons and in compliance with AR 380-5 (or due to space limitation), annotate only the file reference number of the related correspondence on the card.

d. Segment 4. Maintain manually in stock number sequence. This segment contains only those demand documents received which cannot, after research, be identified to the originator. This precludes further processing for supply action. Retain these documents for a determined period of time and then destroy.

5-4. Segment 1 subrecords. ASDA's will, to facilitate control of history data, establish, maintain, and divide segment 1 of the MRHS file into the following subrecords:

a. Basic subrecord.

(1) Record and control all demand documents received or initiated. The following information contained in the demand document, and data which have been entered during edit action plus computed submission time, is the minimum data required to establish a basic subrecord:

- (a) Document identifier code.
- (b) Routing identifier code (To).
- (c) Media and status code.
- (d) Stock number.
- (e) Unit of issue.
- (f) Quantity requested.
- (g) Valid document number.
- (h) Demand code.
- (i) Supplementary address.

- (j) Signal code.
- (k) Fund code.
- (l) Distribution code.
- (m) Project code.
- (n) Priority designator (PD).
- (o) Required delivery date (RDD) or required availability date (RAD).
- (p) Advice code.
- (q) Routing identifier code (From).
- (r) Purpose code.
- (s) Condition code.
- (t) Management code.
- (u) Unit price.
- (v) Date received.
- (w) Submission time (the number of days between the date received and the date in the document number field).

(2) Create a basic record, only by input of one of the following cards:

- (a) Requisition card (DIC A0_).
- (b) Passing order card (DIC A3_).
- (c) Redistribution order card (DIC A2_).
- (d) Referral order card (DIC A4_).

(3) Reject all other documents admitted to the file not matching a previously established basic record. Identify rejected documents by a reject/decision code to effect off-line review and research. (See app A and B for authorized reject/decision codes.)

b. In-process subrecord.

(1) Record demand documents or other related documents temporarily suspended pending correction of document content, or which require managerial decision prior to reentry for continued processing.

(2) Record the reasons for suspension by reject/decision code.

(3) Establish suspense controls to provide operating personnel with notification of suspended documents that are beyond time limitations for reentry.

c. Rejection subrecord. Record the partial or total quantity rejection of demand documents to the customer as determined by the availability edit processing.

d. MRO subrecord. Record the outgoing MRO cards (DD Forms 1348m), DIC A5_, created as a result of the availability edit processing.

e. MATRD subrecord. Record incoming MATRD cards (DD Forms 1348m), DIC A6_, returned by depots to report the inability to ship materiel as directed by the MRO cards.

f. Back-order subrecord. Record partial or total quantities placed on back order as a result of the availability edit processing. Record back-order actions for subsequent shipment of materiel.

g. Shipment status--MRC subrecord. Record the partial or total quantity shipped as reported by depots through the media of an MRC card (DD Form 1348m), DIC's AR0, ARA, and ARB.

h. Supply status subrecord. Record all incoming and outgoing supply and shipment status cards and cancellation request and reply cards (DD Forms 1348m).

i. MRO followup subrecord. Record outgoing MRO followup cards (DD Form 1348m), DIC AF6, and incoming shipment status cards received from depots indicating the status of outstanding MRO cards.

5-5. Use of file data. ASDA's will use, directly or indirectly, data recorded in the file to support the following actions:

- a. Detect duplicate documents received for processing.
- b. Assign and control suffix codes, when required.
- c. Compute demand data.
- d. Process followups and reply to followups.
- e. Process customer cancellation requests.

- f. Process shipment status cards, as required.
- g. Prepare supply performance reports.
- h. Prepare back-order validation requests.
- i. Process response to validation requests.
- j. Provide data from customer billing.
- k. Provide data for financial inventory accounting reports.
- l. Provide management reports incident to unreported shipments by depots.
- m. Provide management reports incident to late receipt of requisitions from customers.
- n. Prepare MRO followup cards.
- o. Provide management reports on stock position statistics incident to demand processing.
- p. Provide management reports incident to delay of reen-try actions.

Section II. DOCUMENT NUMBER CONTROL REGISTERS

5-6. Establishing registers. ASDA's will establish document number control registers to control assignment of document numbers, in serial number sequence, to initiated supply documents. Local design and reproduction of register forms are authorized.

5-7. Serial number control. Document serial numbers are four-position, numeric characters, except when alphabetic characters are prescribed in special situations by the Department of the Army or the Department of Defense directives. ASDA's will:

- a. Enter the serial number in card columns 40 through 43 of the document being initiated.
- b. Assign serial numbers from the document register, on a daily basis, beginning with "0001" and not exceeding "9999."

Separate registers may be established for control of rationally ready supply/anticipated not operationally supply (NORS/ANORS); requirement for weapon system

requirements--interservice supply support (ISS); and Procedures for Long-Supply Assets Utilization Screening (PLUS) transactions. (Serial numbers for NORS/ANORS, ISS, and PLUS transactions begin with an alphabetic character and therefore do not constitute duplicate serial numbers.) Do not assign duplicate serial numbers, under any circumstance, in any one day when the first six positions of the document number remain constant.

5-8. Registration of documents. ASDA's will reflect the following information in the document number control registers for each initiated document:

- a. Document identifier code.
- b. Service assignment code.
- c. Military Standard Requisitioning and Issue Procedures (MILSTRIP) activity address code (DOD 4000.25-D) of the activity initiating the document.
- d. Numeric date.
- e. Serial number.

5-9. Authorized document number control register. ASDA's will use this register for registering the following initiated documents:

- a. Requisition cards (DIC A0_).
- b. Redistribution order cards (DIC A2_).

5-10. NORS/ANORS and ISS document control register. ASDA's will use this register for registering documents incident to the NORS/ANORS and ISS programs. Begin the serial number with alphabetic characters G, J, K, L, or N authorized for this purpose. Each of these alphabetic characters permits the assignment of 999 serial numbers a day.

5-11. Cancellation of document numbers. ASDA's will overstamp document numbers subsequently canceled for any reason with the word "Canceled" in the applicable register. Do not reassign canceled document numbers.

5-12. Disposition. ASDA's will maintain registers for 2 years and then destroy.

CHAPTER 6

TEMPORARY AND SPECIAL ISSUE PROCEDURES

Section I. TEMPORARY ISSUES AND SPECIAL ISSUES

6-1. Temporary issues of nonexpendable materiel. Temporary issues of nonexpendable materiel only, both stock fund and nonstock fund, may be made by the accountable supply distribution activity (ASDA) to Army activities to meet a continuing need pending inclusion of the item in an approved authorization document subject to the following conditions:

a. All requests for temporary issues pending inclusion in an approved authorization document will be submitted through command channels to the appropriate ASDA.

b. Stock-fund materiel will only be issued on a reimbursable basis.

c. No new procurement or redistribution of assets will be made to compensate for temporary issues.

d. All materiel issued as a temporary issue may be recalled if required to meet a higher priority requirement.

e. Requests for temporary issues of nonstock-fund materiel will be for a period of 180 days, which may be extended for one additional period of 180 days if the item has been recommended for inclusion in an authorization document but approval has not been received.

f. Accountability of materiel in a temporary issue status will be maintained within the following criteria:

(1) Since stock-fund items are issued on a reimbursable basis, formal accountability is not retained; however, a jacket file will be maintained by the ASDA to assure that the materiel is included in an approved authorization document, and will follow up at the expiration of the special issue period.

(2) Accountability for nonstock-funded items will be retained by the ASDA in purpose code L under the location code (RIC) of the issuing ICP until final authorization for the item is obtained or the item is returned by the user if authorization is not obtained. A jacket file will be maintained by the ASDA to assure that materiel is included in an approved authorization document and transfer of accountability has been accomplished.

g. Shipment will be effected by a materiel release order (MRO) and will, whenever feasible, be made from the mission depot for the area in which the recipient is located.

h. Upon inclusion of the item in an approved authorization document, transfer of accountability will be effected on the customer's original requisition number.

6-2. Special issues of nonexpendable materiel. Special issues of nonexpendable materiel may be made to Army activities to meet a continuing requirement when there is no appropriate Department of the Army approved authorization document in which the item can be included, or when the issue is in excess of allowances prescribed in appropriate technical manuals. (Expendable items requested by Army activities are considered to be approved for supply as authorized allowances when approved by the appropriate command.)

a. All special issues of nonexpendable, nonstock-fund materiel must be approved by Headquarters, Department of the Army, except for materiel authorized in the appropriate technical manuals.

b. Requests for special issues will be forwarded through command channels to the appropriate ASDA.

c. All special issues of stock-fund materiel will be on a reimbursable basis.

d. Accountability of materiel on special issues is to be transferred in the same manner as for regular issues. In the absence of a customer requisition, shipment will be made on an ASDA-initiated document.

Section II. TEMPORARY LOANS

6-3. Review of requests. All requests for loan of materiel will be reviewed for compliance with the following:

a. Approval will be required for the loan of materiel, as follows:

(1) All nonexpendable, stock-fund materiel loans, as prescribed by AR 37-111.

(2) Nonstock-fund-nonexpendable items may be loaned to other military and nonmilitary US Government agencies on approval of the Commander, AMC, or a major subordinate commander of AMC as prescribed in AR 735-5. Loans to other military and nonmilitary US Government agencies may be made provided that:

(a) The loan will not adversely affect the Army mission.

(b) A written loan agreement has been executed, to include, but not limited to, the following:

1. A specification as to the length of the loan period, which is not to exceed 1 year but which may be renewed for successive periods not exceeding 1 year at a time.

2. A description of the actual condition of the materiel loaned.

3. A statement certifying that no alteration or changes will be made in the materiel loaned, and that it will be maintained in as good a condition as when loaned, fair wear and tear excepted.

4. A statement, when applicable, to assure that the borrower will place the materiel in a properly preserved status prior to or upon return.

5. A statement certifying that all costs of shipment and handling, and of any replacement or repairs incident to the loan, will be borne by the borrower.

6. A statement specifying that upon expiration of the loan period the materiel will be returned to the depot designated unless returned at an earlier date as elected by the borrowing agency or requested by the loaning agency.

b. Normally only items of equipment and nonexpendable supplies are issued on a temporary loan basis. However, expendable supplies may be loaned for a special mission when they will not be consumed and the materiel will be returned in substantially the same condition as when loaned.

c. Materiel requested on loan must be available for issue from depot stocks. Redistribution of assets or new procurements will not be initiated to satisfy a request for loan.

6-4. Loan action. ASDA's will take the following action to effect shipment of materiel to be loaned.

a. Prepare an MRO card (DD Form 1348m, DOD Single Line Item Requisition System Document (Mechanical)) indicating the preferred depot and purpose code.

b. Simultaneously, prepare the following documents:

(1) A materiel adjustment document (inventory balance) (DD Form 1487, DOD Materiel Adjustment Document), document identifier code (DIC) D8D, to record the value of the loan in purpose code L. Establish adequate controls to assure that the value of Army stock-fund materiel is picked up in the general ledger control accounts as inventory temporarily in use or consigned inventory, rather than as inventories--stock on hand. The criteria for differentiating between inventory temporarily in use and consigned inventory are contained in paragraph 2-6c, AR 37-111.

(2) A due-in established (other than procurement instrument source) (DD Form 1486, DOD Materiel Receipt Document), DIC DFM, reflecting the quantity and purpose code from which inventory was issued. Insure that assets for which accountability is maintained as due in are considered in requirement reviews.

(3) A pre-positioned materiel receipt document (other than procurement instrument source) (DD Form 1486), DIC DWN, using the purpose code from which the inventory was issued. Forward to the applicable depot.

c. Maintain a jacket file to assure that materiel is returned upon termination of the loan period.

6-5. Return of materiel. ASDA's will, upon expiration of the loan period, follow up to assure the return of materiel not turned in. (Ref AMCR 725-3 for processing the receipt of loan.)

6-6. Lost materiel. ASDA's will accomplish the following for materiel on loan which is lost:

a. Obtain reimbursement to the stock fund for stock-fund materiel.

b. Initiate a report of survey to determine whether reimbursement is required for the nonstock-fund materiel.

6-7. Loans under AR 70-4 criteria. Loans of equipment to the United Kingdom, Australia, and Canada will be processed in accordance with the criteria in AR's 70-4 and 725-50, and the instructions contained herein.

a. Accountability. Accountability will not be retained as in paragraph 6-4b(1) this regulation, but will be transferred to the Senior US Standardization Representative in the country to receive the materiel. Accountability transfer documents will be prepared by the shipping activity as prescribed in paragraph 5-3h, AR 70-4.

b. Reimbursement for stock-fund items. AMC will reimburse the Army Stock Fund, from funds budgeted for, under the appropriate program of the operation and maintenance, Army (OMA) appropriation for stock-fund items loaned under AR 70-4. Procedures for accomplishing the reimbursement are contained in AR 37-111.

c. Shipping instructions. MRO cards (DD Forms 1348m), prepared by the ASDA for transmission to the shipping activity, will contain exception data so that the necessary information can be perpetuated in the shipping document (DD Form 1348-1, DOD Single Line Item Release/Receipt Document). Exception data may be as follows, but are not limited to these:

(1) The correct addresses of the Senior US Standardization Representative, the borrowing country's designated continental United States (CONUS) agency, and the ultimate consignee.

(2) Basic issue item list (BIIL), if applicable.

(3) Citation of loan approval.

(4) Required markings.

(5) Period of loan.

(6) Return shipping instructions, if appropriate.

(7) An item-by-item identification of items, when return is not required, with the notation "Return of property not required, paragraph 5-3h, AR 70-4."

(8) Instructions that the following certification, signed by the responsible officer, must be entered on the shipping document, in accordance with AR 70-4.

"The goods herein described are the property of the U.S. Government on loan to the (British) (Canadian) (Australian) Army under current international agreements."

For shipments to the United Kingdom, two copies of the United Kingdom shipping form will be forwarded to the shipping activity with instructions to complete the form and send it to the agency indicated thereon for forwarding instructions before releasing the shipment.

Section III. PREPARATION FOR OVERSEA MOVEMENT (POM) REQUISITIONS

6-8. General. POM requisitions prepared and submitted immediately after receipt of the Department of the Army movement directive will normally contain the POM project code (cc 57-59); direct the shipment of items to the home station; contain advice code 2J (fill or kill); and contain a required delivery date established to coincide with the equipment readiness date assigned to the unit by the movement directive.

6-9. Processing POM requisitions. a. These requisitions will be processed immediately and status information will be quickly dispatched to the designated recipient, by the ASDA, to allow more time for the home stations to take alternate supply action (e.g., lateral transfer from a lower priority unit).

b. Requisitions for items which have not been received will be canceled (DIC AC1) by the home station commander prior to deployment, unless shipment status or advance Government bill of lading indicates that the materiel is in transit (chap 5, AR 220-10).

Section IV. PERISHABLE COMMODITIES

6-10. General. Commodities requiring control and issue due to their limited shelf-life characteristics will be identified by shelf-life codes assigned by the item manager and controlled by condition codes specified in AR 725-50. Limited shelf-life commodities include, but are not limited to, tires and tubes; dry batteries; parachutes; and assemblies containing seals, gaskets, and/or diaphragms.

6-11. Processing actions. a. Absence of advice code 2G in the requisition will allow issue to be directed against the oldest stocks, those with the least shelf life remaining. This will facilitate the first-in/first-out issue control technique employed at the shipping activity. Exceptions to this procedure are authorized when requests are processed for customers of the International Logistics Program oversea troop support activities, or at any time it serves the best interest of the Army to direct issues against the newest stocks.

b. These same principles also apply to perishable commodities which have no set shelf life.

Section V. PROGRAMED OVERHAUL REQUIREMENTS

6-12. Demand consideration. ASDA's will develop and maintain the ability to summarize demands for materiel to accomplish scheduled and approved overhaul (project code ZCN) in order that these types of requisitions can be segregated and receive adequate consideration in requirements forecasting and supply control review.

6-13. Repair parts support. ASDA's will insure availability of repair parts in support of programed overhaul. Reserve parts required in the support of programed overhaul, under purpose code F, may be pre-positioned at the site which is to perform the programed overhaul or at a common storage point servicing the repair part manager's overall programed overhaul commitment. This will not preclude use of these assets to satisfy high-priority requirements.

Section VI. RETENTION/DISPOSAL OF STOCK

6-14. General. When an item is determined to be in an excess position, and only a partial quantity of the recorded balance is to be shipped to a property disposal officer, disposal actions will be initiated in accordance with paragraph 6-15.

6-15. Disposal actions. ASDA's will:

a. Ascertain the date of last inventory (DOLI). If DOLI is 90 days or more, take the following action:

(1) Request custodial record balance from the depot (DIC BJA). Upon receipt (DIC BKA), compare the quantity with the accountable record balance. If a variance exists of more than \$200, request a special inventory (DIC DJA). Upon receipt of special inventory results (DIC DKA) from the depot, adjust accountable balances after inventory reconciliation/research in accordance with appendix B, AR 740-26, if required.

(2) If the above variance is not greater than \$200, a special inventory is not required and in-line adjustment will be accomplished in accordance with appendix B, AR 740-26.

b. Upon completion of the actions in a(1) or (2) above, or if the DOLI is less than 90 days, prepare an MRO card (DD Form 1348m) for the quantity to be shipped to the property disposal officer and process in the normal manner.

Appendix A

EDIT ACTION AND REJECT/DECISION CODES

A-1. Edit action codes. To facilitate off-line manual edit of supply, status, and reject/decision documents, the edit action codes and controls described herein are prescribed. These codes are used in card columns 74 and 75 of the DD Form 1348m (DOD Single Line Item Requisition System Document (Mechanical)), as necessary, for updating the materiel request history and status (MRHS) file and master availability record (MAR). These codes also provide direction for controlled issues and various types of output documentation for transmittal to authorized recipients. These codes are identical in both construction and meaning to the status codes prescribed in AR 725-50, with few exceptions.

a. Edit action codes for issues. Normally, these codes are applied during off-line preedit of incoming demand documents as a result of exception data review and managerial determination to approve supply of supervised items (e.g., modification kits, controlled items, regulated items, and major items).

<u>Code</u>	<u>Explanation</u>
A5	Exception data are not required on outgoing materiel release order (MRO) card--does not include approval for issue of supervised items.
AE	Exception data are required on outgoing MRO card--does not include approval for issue of supervised items.
A7	Exception data are <u>not</u> required on outgoing MRO card--includes manager approval for issue of a supervised item.
AG	Exception data are required on outgoing MRO card--includes manager approval for issue of a supervised item.

b. Edit action codes for back order. These codes are applied when the requested item is out of stock or procurement action is initiated for direct delivery from a vendor. Back orders will not normally be released within the priority assignator (PD) time frames cited on the requisition; therefore, a supply status card must be furnished the customer listing an estimated availability date (EAD) in card columns 1 through 73.

Appendix A--Continued

<u>Code</u>	<u>Explanation</u>
BB	Back ordered. Estimated shipping date is in card columns 71 through 73. When the stock number/part number/unit of issue/quantity is changed, the item being placed on back order and the supply status card furnished the requisitioner will contain the new or changed stock number/part number/unit of issue/quantity.
BC	Substitute offered. A supply status card must be prepared off line and the substitute number shown in card columns 8 through 18. The back order will be established on the requisitioned stock number. Retain duplicate supply status card containing the substitute stock number and update the MRHS file.
BD	Delayed; supply action being continued. Use on supply status cards when furnishing the requisitioner an estimated date for release in the event of a resupply delay on an established back order.
BV	Back ordered for procurement and direct shipment to the consignee.

Note. Use any one of the above B-series codes in a reply to followup when records reveal that supply status, previously furnished the customer, was coded BB, BC, BD, or BV. If the EAD has been changed, show the revised data on the followup reply.

c. Edit action codes for administrative direction.

<u>Code</u>	<u>Explanation</u>
BA	Being processed for release and shipment and has been edited for availability. An MRO card has been prepared for transmission to the shipping activity.
BG	Stock number, part number, unit of issue, or quantity changed by catalog change--always show change in the supply status card furnished the customer. If only the unit of issue and/or quantity is changed, enter "RT," act interchangeable and substitute (I&S) item being applied as indicated by the stock or part number in columns 8 through 22 of the supply status card. code will not be applied as a result of requisitioner's verbal/written response to edit action code (one-time substitute).

Appendix A--Continued

<u>Code</u>	<u>Explanation</u>
BJ	Unit of issue and/or quantity changed--show change on the supply status card furnished the requisitioner.
BK	Requisition erroneously received. Routing identifier code of proper source of supply is shown in card columns 67 through 69. This action requires transmittal of a passing order card to the proper source of supply and a supply status card to the requisitioner, coded BK, and advice of last known source.
BT	Suspended. In process for technical review and item identification.

d. Edit action codes for rejection.

<u>Code</u>	<u>Explanation</u>
CA	Annotate reason in the remarks block and in the supply status card mailed to the activity to receive status.
CB	Use in editing demands that are received with advice code 2C in card columns 65 and 66 (fill or kill). Enter this code in card columns 65 and 66 of supply status card to the requisitioner, for that quantity not released.
CG	Unable to identify the requested item. Use this code when all means have been exhausted in identifying the item and/or determining the correct source of supply.
CH	Incorrect source of supply. Use this code only when the materiel requisitioned is an ILP (International Logistics Program) requirement and the item is found to be the responsibility of DSA or GSA (Defense Supply Agency or General Services Administration) or other military service. The requisition must be rejected to the control activity designated in card column 54 for funding purposes.
CJ	Item coded (or being coded) obsolete and is not available for issue.
CK	Item is not available. Supply next higher assembly, component, or kit from the requisitioner's stock; or submit a new requisition for the next higher assembly.

Appendix A--Continued

<u>Code</u>	<u>Explanation</u>
CL	Item is not available. Requisition component parts if practicable.
CM	Fund obligation not cited and/or item is not, or is no longer free issue. Furnish new requisition with appropriate fund code and signal code other than "D" or "M."
CN	Source of supply is local manufacture, fabrication, or authorized cannibalization. Do not apply this code to an oversea requisition.
CP	Source of supply is local procurement from customer (or command) funds. Do not apply this code to an oversea requisition.
CQ	Item requested is command- or service-regulated. This includes absence or incorrect citation of table(s) of organization and equipment (TOE), table of allowance (TA), or equipment modification list (EML).
CS	Quantity (partial quantity) rejected is in excess of the maximum release quantity (MRQ). Action being taken to supply remaining quantity. (Use this code in an excessive quantity edit.)
CT	Make, model, series, serial number, and/or end item usage or publication reference is necessary to identify the item and/or determine the item required. (Use this code when unable to determine the correct source of supply.)
CU	Item requested is procured only in a repair kit. Submit new requisition for applicable kit, if required.
CV	Item requisitioned prematurely. Effective date for requisitioning is reflected in card columns 62 through 64.
CW	Item not available. Local procurement is authorized for this requisition only. If item cannot be locally procured, the requisitioner will resubmit new requisition using advice code 2A.
CX	Unable to identify the "bill-to" and/or "ship-to" address designated by the signal code.

Appendix A--Continued

<u>Code</u>	<u>Explanation</u>
CZ	Item not available for resale. Reserved for troop issue only.
C1	(1) Item requisitioned on MILSTRIP (Military Standard Requisitioning and Issue Procedures) format is excluded from provisions of the MILSTRIP manual. Requisition using the prescribed format. (2) MILSTRIP followup submitted for item excluded from provisions of the MILSTRIP manual.

Note. Use any one of the above C-series codes on followup replies when records reveal that the item for which the followup was received had previously been rejected. If the requisition was previously rejected with status code CA, assure that the reason for the rejection is annotated on the supply status card--reply to followup.

e. Edit action codes for followup reply. These codes apply, in addition to any applicable edit action code described in a through d above, when processing followup cards.

<u>Code</u>	<u>Explanation</u>
BL	Requisition previously received but passed to another supply source for supply action as indicated by the MRHS file. Prepare a new followup card and forward the card to the applicable supply source. Simultaneously, forward a supply status card to the requisitioner with the other supply source routing identifier code indicated in card columns 67 through 69.

f. Edit action codes for cancellation.

<u>Code</u>	<u>Explanation</u>
BQ	Reply to cancellation request resulting from receipt of a cancellation card. Use only when successful in precluding shipment of a requested item to the requisitioner.
BR	Reply to cancellation request resulting from receipt of a reconciliation response card from the requisitioner.

Appendix A--Continued

A-2. Reject/decision codes. Data processing routines will be programed to provide for punched card output reject/decision documents whenever erroneous data are detected during processing of input documents, or whenever managerial decisions are required to permit further processing. Routines will include provisions for reject/decision document output incident to all phases of issue and file maintenance, as necessary to preclude processing erroneous data or unauthorized actions. As a minimum, the reject/decision document will reflect all data and card alinements identical to the original input document and, in addition, will reflect a two-position reject/decision code describing the erroneous condition detected or managerial decision required. The format of reject/decision documents (DD Forms 1348, DOD Single Line Item Requisition System Documents (Manual)), will be as follows:

<u>Card columns</u>	<u>Entries</u>
1-3	Duplicate from the original input document.
4	Leave blank.
5-6	Enter reject/decision code.
7-80	Duplicate from the original input document.

a. Reject/decision codes applied during the requisition processing routine.

<u>Code</u>	<u>Explanation</u>
AA	Invalid document identifier code.
AC	Card columns 8 through 18 are blank or double-punched. The third position of the document identifier code designates a Federal stock number (FSN).
AD	No record of stock number in the master availability record (MAR).
AE	Unit of issue does not match the MAR.
AF	Quantity field (cc 25-29) contains other than numerics. Card column 29 may contain an "M" which designates quantity is expressed in thousands. (FSC 1305 <u>only</u> .)

Appendix A--Continued

<u>Code</u>	<u>Explanation</u>
AG	Date field of document number (cc 36-39) contains other than numerics.
AH	Card columns 40 through 43 are all zeros or blank.
AJ	Invalid signal code.
AK	ILP requisition contains an invalid fund code.
AR	Invalid purpose code.
AW	Invalid condition code.
BA	No in-the-clear address for coded activity in card columns 30 through 35.
BB	No in-the-clear address for coded activity in card columns 45 through 50.
BC	Invalid codes in card columns 30 through 35 and 45 through 50.
BD	ILP requisition contains invalid codes (cc 30-35).
BE	Foreign Military Sales (FMS) requisition contains invalid codes (cc 46-50).
BF	ILP requisition contains invalid codes in card columns 30 through 35 and 45 through 50, or blank or invalid code in card column 54.
BG	No in-the-clear address in the Department of Defense activity address file (DODAAF) for contractor code (cc 30-35 or 45-50).
BJ	Required delivery date (RDD) field contains invalid information (cc 62-64).
BK	Duplicate document.
BL	Stock number on passing order is not the responsibility of the recipient ASDA.
BN	Stock number issued only to countries participating in the ILP.
FA	Modification kit requisitioned without authority.

Appendix A--Continued

<u>Code</u>	<u>Explanation</u>
FB	Requested item not available; requisition contains advice code 2F.
FC	Oversea requirement for a commercial-type item.
FD	Oversea requirement for a local, purchase-type item.
FE	Unauthorized item.
FF	Quantity not available in preferred depot purpose, and condition codes.
FG	Controlled item without justification--continental United States (CONUS) requirement.
FH	Controlled item without justification--oversea troop support.
FJ	Controlled item--CONUS depot maintenance requirement.
FK	Excessive quantity requisitioned.
FL	Requested to procure a local, purchase-type item.
FM	Item in short supply has competing demands.
LH	Materiel release denial (MATRD) card contains management code B.

b. Reject/decision codes which are applied at the time the document is being matched against the MRHS file.

<u>Code</u>	<u>Explanation</u>
LA	No record of document number in the MRHS file.
LB	Document number matches, but the stock number or unit of issue does not.
LC	File does not reveal a matching MRO card applicable to the activity from which the MATRD card or MRC card was received.
LD	Quantity is greater than shown on the matching MRO card and the document identifier code is other than "ARA."

Appendix A--Continued

<u>Code</u>	<u>Explanation</u>
LE	Condition code does not match the condition code shown in the MRHS file.
LF	Quantity is less than shown on the matching MRO card and the document identifier code is other than "ARB."
LG	File has previously been updated by a duplicate of this document.
LJ	Exception data required to be annotated on the MRO card which will result from this input.
LK	Quantity requested canceled is equal to, or less than, that recorded to be shipped from a vendor.
LL	This is a cancellation; however, there is no record in the MRHS file of the original requisition.

Appendix B

CONDITIONS CAUSING REJECT/DECISION
AND ACTION TO BE TAKENB-1. Reject/decision codes assigned during the requisition processing routine.

<u>Reject/ decision code</u>	<u>Condition causing reject</u>	<u>Action to be taken</u>
AA	Document identifier code (DIC) (cc 1-3) invalid.	Examine the data fields shown in this document and assign a valid DIC.
AC	Last position of the DIC is "1" or "A," indicating that a Federal stock number (FSN) is in card columns 8 through 18. Card columns 8 through 18 are blank or double-punched in one or more columns.	<p>a. If review indicates that this is not an FSN, but is a valid stock or part number, change the third position of the DIC to "2" or "B."</p> <p>b. If the number is a valid FSN, but incorrectly positioned, correct and reenter.</p> <p>c. Check for off-line exception data card. The requisitioner may have entered an incorrect DIC. If research reveals no exception data, reject to (or contact) the originator of the document, requesting a valid stock number.</p>
	Last position of the DIC is "3" or "C," indicating that the document contains a North Atlantic Treaty Organization (NATO) stock number. Card columns 8 through 20 are blank or double-punched.	Same action as a through c above.
	Stock number field (cc 8-20) is blank.	Reject to (or contact) the originator of the document, requesting a valid stock number.

Appendix B--Continued

<u>Reject/ decision code</u>	<u>Condition causing reject</u>	<u>Action to be taken</u>
AD	Stock number is not recorded in the master availability record (MAR).	<p>a. Check the DIC to determine identification of exception data. If exception data are indicated, review for information concerning the item requested and take action accordingly.</p> <p>b. Research available microfilm/microfiche data, catalogs, manuals, technical publications, etc.</p> <p>(1) If the item can be identified as an FSN and is the responsibility of the reviewing accountable supply distribution activity (ASDA), take necessary action to have the stock number added to the Army master data file (AMDF) recording user interest in DLSC (Defense Logistics Services Center), as appropriate. Continue the processing cycle to supply the item from stock, procurement, or fabrication. Furnish appropriate supply status, based upon action taken, to the activity designated by the media and status code. Insure that appropriate action is taken to correct both the internal AMDF and the USACDA (US Army Catalog Data Agency) AMDF, and through the USACDA to the DAASO (Defense Automatic Addressing System Office) records.</p> <p>(2) If the document is not a passing order and the item can be identified but is not the responsibility of the reviewing ASDA, and the correct source of supply can be determined, prepare a passing order and advise the activity, designated by the media and status code, of the action taken (supply status card with</p>

Appendix B--Continued

<u>Reject/ decision code</u>	<u>Condition causing reject</u>	<u>Action to be taken</u>
AD (cont)		<p>DIC AE and status code BK). If the document is a passing order, perform a thorough manual review to assure that the original document was not previously passed. If necessary, prepare a letter of explanation, attach the passing order, and forward to the correct source. Insure that action is taken to correct both the internal AMDF and the USACDA AMDF. The MAR may not be in agreement with the internal AMDF. DAASO records may also have to be corrected through the USACDA.</p> <p>(3) If the item or source of supply cannot be identified, suspend the requisition and forward an inquiry directly to the DLSC. This should be accomplished after reviewing internal technical reference data, including microfilm/microfiche. Advise the requisitioner of action taken by a supply status card containing DIC AE and status code BT. Upon receipt of information from the DLSC, process the same as (1) or (2) above, as applicable; or, if the DLSC cannot identify the item to an item manager, prepare a passing order card and forward it to the manager of the next higher assembly or to the manager of the end item, in that order of preference. If the item cannot be identified to the next higher assembly or end item, reject with edit action code CG for more identifying information.</p> <p>(4) If the item cannot be identified to an FSN, research for valid part number (vendor's code,</p>

Appendix B--Continued

<u>Reject/ decision code</u>	<u>Condition causing reject</u>	<u>Action to be taken</u>
AD (cont)		etc.). Complete a technical edit to include identification to the next higher assembly or end item; maintenance capability of requisitioner to use (install) item; and interchangeable and substitute (I&S) preferred items. If the item is valid and approved for supply, take the necessary action to have the item procured or fabricated, and record demand data (if six demands in 360 days or three demands in 180 days, whichever is most appropriate--one demand for code 999) and obtain the FSN. Stock the item upon receipt of three demands (one demand for code 999 in the required delivery date (RDD) field). If the approved item is not the responsibility of the reviewing ASDA, take the same action as outlined in (2) or (3) above.
AE	Unit of issue does not match the unit of issue recorded in the MAR/NRF.	<p>Determine which is in error--MAR/NRF (number reference file), internal AMDF, or requisition, and correct or change as follows:</p> <p>a. MAR/NRF--correct prior to re-entry of the requisition.</p> <p>b. Unit of issue--change to agree with the unit of issue of the MAR/NRF, AMDF. (<u>Note.</u> The MAR/NRF, AMDF must be in agreement--correct as necessary.) If a change in the unit of issue requires an adjustment of the quantity field (cc 25-29), adjust the using unit of issue conversion factor. This should be accomplished mechanically, if possible; otherwise, contact the requisitioner.</p>

Appendix B--Continued

<u>Reject/ decision code</u>	<u>Condition causing reject</u>	<u>Action to be taken</u>
AF	Quantity field (cc 25-29) contains other than numerics. (An "11" overpunch in cc 25 is authorized.) Card column 29 may contain an "M" which designates the quantity is expressed in thousands (FSC 1305 <u>only</u>).	Reject to (or contact) the originator of the requisition to obtain correct quantity. Status code CD applies.
AG	Date field contains alphabetic characters or has blank columns; a numeric year (cc 36) higher than the current year; and card columns 37 through 39 contain numerics other than "001" through "366."	Change the high-order position of the date field if in error. Reject to (or contact) the requisitioner if the error in the date field cannot be corrected.
AH	Card columns 40 through 43 are blank; or contain zeros.	Reject to (or contact) the originator if the errors cannot be corrected.
AJ	Card column 51 contains other than signal code A, B, C, D, J, K, L, or M.	Reject to (or contact) the originator for the correct signal code.

Appendix B--Continued

<u>Reject/ decision code</u>	<u>Condition causing reject</u>	<u>Action to be taken</u>
AK	Army International Logistics Program (ILP) requisition containing signal code C or L; the fund code is not valid; and card column 52 is not blank.	If the item is the responsibility of the recipient ASDA and the fund code field is not blank or is other than the recipient's fund code--review for possible error in keypunching or transmitter transmission. Assign the correct fund code or blank out the card columns if the fund code is to be assigned during the edit processing cycle, and continue processing. Exceptions to this rule are those documents containing an "R" in card column 54.
AR	Card column 70 contains invalid purpose code.	Review for proper code assignment.
AW	Card column 71 contains an invalid condition code.	Review for proper code assignment.
BA	Activity address code (cc 30-35) is not in file or contains blank columns. Signal code designates "ship-to" and "bill-to" the requisitioner. Not an ILP requisition.	If the originator can be determined, contact for correct data, or if the activities (cc 45-50, or 54) can be contacted, do so. If not, the document cannot be processed. Maintain on a suspense record for 30 days, then retire to segment 4 of the MRHS file.
BB	Contains codes in card columns 45 through 50 that are not identified with in-the-clear address and the signal code	If card columns 30 through 35 contain a valid activity address, contact for clarification of signal code and supplementary address. If card columns 30 through 35 contain other than the originator, the document

Appendix B--Continued

<u>Reject/ decision code</u>	<u>Condition causing reject</u>	<u>Action to be taken</u>
BB (cont)	designates "ship-to" and "bill-to" the supplementary addressee. Not an ILP requisition.	cannot be processed. Maintain on a suspense record for 30 days, then retire to segment 4 of the materiel request history and status (MRHS) file.
BC	No record of an activity address for the codes in card columns 30 through 35, 45 through 50, or the same card columns are blank. Not an ILP requisition.	If card column 54 contains an authorized code, the activity designated could be contacted for clarification; otherwise, the document cannot be processed. Maintain on suspense record for 30 days, then retire to segment 4 of the MRHS file.
BD	Army ILP requisition with invalid data in card columns 30 through 35.	Contact the control activity designated in card column 54 for correct data.
BE	Army ILP requisition with invalid data in card columns 46 through 50; contains a "B" in card column 45.	Contact the control activity designated in card column 54 for correct data.
BF	Army ILP requisition with invalid data in card columns 30 through 35 and 45 through 50, or card column 54 is blank or invalid.	Contact the control activity designated in card column 54 for correct data.
BG	Contains service assignment code C in card column 30 or 45; however, no record exists	Research most current SB's 708-41 and 708-42 for address. Change card column 3 to reflect exception data and annotate in-the-clear address in the remarks

Appendix B--Continued

<u>Reject/ decision code</u>	<u>Condition causing reject</u>	<u>Action to be taken</u>
BG (cont)	of an in-the-clear address in DOD 4000.25-D or Department of Defense activity address file (DODAAF).	block of the materiel release order (MRO) card. Change the signal code to agree with the action taken.
BJ	Contains invalid data in card columns 62 through 64, RDD field.	If card column 62 is "X," "A," "E," "N," or "S," and card columns 63 and 64 are other than numerics or are blank, contact the originator for correct data. If card columns 62 through 64 are other than "001" through "366," contact the originator for correct data. Card columns 62 through 64 may be blank.
BK	Duplicate of a document previously received and processed.	<p>a. Obtain a printout of the MRHS file and check for exact duplication of all 80 card columns. If any essential data are not duplicated, contact the originator for clarification. If all 80 columns are duplicated, destroy the document.</p> <p>b. If duplication is detected during the updating of the MRHS file and all 80 card columns are identical, initiate action to reverse all transactions performed on the duplicate document, then destroy. If all 80 card columns are not duplicated, contact the originator for clarification.</p> <p>c. If a passing order for other than an ILP requirement, and the record indicates that the original demand was previously passed, suspend the document; furnish a supply status card, with status</p>

Appendix B--Continued

<u>Reject/ decision code</u>	<u>Condition causing reject</u>	<u>Action to be taken</u>
BK (cont)		<p>code BT, to the activity designated by the media and status code; check the microfilm/microfiche catalog data and, if required, forward an inquiry to the USACDA for identification of the correct source of supply. Upon receipt of notification from the USACDA that the item is the responsibility of the source to which the document was previously passed, prepare a letter of explanation, attach the passing order, and forward to that source. ASDA's responsible for supply will insure that the internal records (MAR/NRF/AMDF), the USACDA AMDF, and the DAASO records, through the USACDA, are corrected as required.</p> <p>d. If the USACDA indicates that the item is the responsibility of the recipient ASDA, correct all records accordingly and continue processing. ASDA's responsible for supply will insure that the internal records (MAR/NRF/AMDF), the USACDA AMDF, and the DAASO records are corrected as required.</p> <p>e. If the USACDA advises that the source of supply is other than the source indicated on the recipient's records, correct the record and pass the document to the applicable source. If other than a passing order and all card columns are a duplicate of a requisition previously received and processed, destroy the document.</p>

Appendix B--Continued

<u>Reject/ decision code</u>	<u>Condition causing reject</u>	<u>Action to be taken</u>
BL	Passing order and the record indicates that the stock number is not the responsibility of the recipient.	Same as BK (g above).
BN	Identified as being procured only for ILP and is not an ILP requisition.	Prepare supply status card with status code CA. Annotate the reason for rejection in the remarks block, and mail the card to the requisitioner.
FA	Modification kit--but the document does not contain edit action code A7 or AG.	Prepare supply status card with status code CA. Annotate the reason for rejection in the remarks block, and mail the card to the requisitioner.
FB	Advice code 2F reflected; however, item is not available in stock.	Continue supply action by placing the demand on back order, initiating procurement, fabrication, or cannibalization direction. Prepare supply status card with estimated availability date (EAD) and status code BB or BV, as appropriate.
FC	Overseas troop support for a commercial-type item.	Place the demand on back order. Initiate procurement for direct delivery to the customer. Prepare supply status card with EAD and status code BV.
FD	Overseas troop support and identified as a local purchase item.	Same as for reject code FC above.
FE	Unauthorized item and is for other than CONUS (continental United States) depot maintenance.	Same as for reject code FA above.

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<u>Reject/ decision code</u>	<u>Condition causing reject</u>	<u>Action to be taken</u>
FF	Quantity is not available in preferred depot, purpose, and condition codes (cc 70 and 71).	Review for possibility of furnishing materiel from other depot, purpose, and condition codes. Prepare requisition reentry (citing applicable codes) and continue processing.
FG	Controlled item CONUS requirement and does not contain action code A7 or AG.	Process for reentry--priority designators (PD's) 01 through 08 within 4 hours; others, 72 hours. For time limits not met, furnish supply status coded BT; otherwise, do not furnish supply status, except as required due to the type of supply actions taken.
FH	Controlled item for overseas troop support--is not an overseas stockage list and does not contain action code A7 or AG.	Same as action code FG above.
FJ	Controlled item for CONUS depot maintenance--is not available in purpose code A or F.	Initiate procurement action. Reentry card updates the record with back-order action. Prepare a supply status card containing status code BB or BV, as appropriate, or reject to the customer by a supply status card containing status code CN or CW.
FK	Excessive quantity and is not an Army overseas, ILP, or CONUS depot maintenance requirement.	a. Compare the requisitioned quantity with the customer's authorized stockage list (ASL) to determine if the quantity is in excess of the requisitioning objective (RO). If it is, change the quantity on the requisition reentry to agree with the RO, assign a suffix code, and process. Prepare a supply status

Appendix B--Continued

<u>Reject/ decision code</u>	<u>Condition causing reject</u>	<u>Action to be taken</u>
FK (cont)		card citing the remaining quantity, the applicable suffix code and status code CS, and forward the card to the activity designated by the media and status code.
		b. If the item is not included on an ASL for that customer, request a printout of the MAR to obtain the average demand quantity. Change the quantity on the requisition reentry to agree with the average demand quantity, assign a suffix code, and process. Prepare a supply status card for the remaining quantity, and assign the appropriate suffix code and status code CS. Forward the card to the activity designated by the media and status code.
FL	Local purchase and indicates advice code 2A. Stock not available.	Same as action code FB above.
FM	Competing demands for items in short supply and one of the demands is for any one or more of the following: a. Joint Chiefs of Staff (JCS)-assigned project. b. "999" in RDD field.	The item manager will: a. Obtain a printout of the MAR and the due-in file. b. Review the rejected demands and, based on scheduled due-ins, ability to meet RDD's/RAD's (required availability dates) through deferred action, significance of the JCS-assigned project codes, and acceptability of substitute items, make selection of demands to be filled in order of sequence.

Appendix B--Continued

<u>Reject/ decision code</u>	<u>Condition causing reject</u>	<u>Action to be taken</u>
FM (cont)	c. ILP commit- ment RAD. d. An RDD ear- lier than the es- tablished SDD (standard deliv- ery date).	c. Assign applicable edit ac- tion codes and reenter requis- itions for processing.
LR	Materiel release denial (MATRD) card contains manage- ment code X. Issue transaction has been reversed. No reinstatement required.	Review printout of MRHS file to determine the reason for the du- plication. Take necessary ac- tion to prevent recurrence of transaction.
LH	MATRD card contains management code B. Transaction has been re- versed; however, a manual review is required to determine the edit action to be taken on the reinstatement.	Review printout of ILP to deter- mine whether reinstatement should be directed to another location or whether original lo- cation should be instructed by exception data to continue processing.

Notes. 1. When any of the above actions result in a rejection to the activity designated by the media and status code, supply status must be furnished containing the appropriate C-series status code. Retain a duplicate supply status and use to update applicable records.

2. All passing order actions will be as shown for each reject/decision code; however, if the demand is for an ILP requirement and the source of supply is either DSA/GSA, reject the demand to the control activity indicated in card column 54 using status code CH.

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<u>Reject/ decision code</u>	<u>Condition causing reject</u>	<u>Action to be taken</u>
FK (cont)		card citing the remaining quantity, the applicable suffix code, and status code CS, and forward the card to the activity designated by the media and status code.
		b. If the item is not included on an ASL for that customer, request a printout of the MAR to obtain the average demand quantity. Change the quantity on the requisition reentry to agree with the average demand quantity, assign a suffix code, and process. Prepare a supply status card for the remaining quantity, and assign the appropriate suffix code and status code CS. Forward the card to the activity designated by the media and status code.
FL	Local purchase and indicates advice code 2A. Stock not available.	Same as action code FB above.
FM	Competing demands for items in short supply and one of the demands is for any one or more of the following: a. Joint Chiefs of Staff (JCS)-assigned project. b. "999" in RDD field.	The item manager will: a. Obtain a printout of the MAR and the due-in file. b. Review the rejected demands and, based on scheduled due-ins, ability to meet RDD's/RAD's (required availability dates) through deferred action, significance of the JCS-assigned project codes, and acceptability of substitute items, make selection of demands to be filled in order of sequence.

Appendix B--Continued

<u>Reject/ decision code</u>	<u>Condition causing reject</u>	<u>Action to be taken</u>
FM (cont)	c. ILP commitment RAD. d. An RDD earlier than the established SDD (standard delivery date).	c. Assign applicable edit action codes and reenter requisitions for processing.
LR	Materiel release denial (MATRD) card contains management code X. Issue transaction has been reversed. No reinstatement required.	Review printout of MRHS file to determine the reason for the duplication. Take necessary action to prevent recurrence of transaction.
LH	MATRD card contains management code B. Transaction has been reversed; however, a manual review is required to determine the edit action to be taken on the reinstatement.	Review printout of ILP to determine whether reinstatement should be directed to another location or whether original location should be instructed by exception data to continue processing.

Notes. 1. When any of the above actions result in a rejection to the activity designated by the media and status code, supply status must be furnished containing the appropriate C-series status code. Retain a duplicate supply status and use to update applicable records.

2. All passing order actions will be as shown for each reject/decision code; however, if the demand is for an ILP requirement and the source of supply is either DSA/GSA, reject the demand to the control activity indicated in card column 54 using status code CH.

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B-2. Reject/decision codes incident to updating the MRHS file.

<u>Reject/ decision code</u>	<u>Condition causing reject</u>	<u>Action to be taken</u>
LA	Requisition modifier, followup, or MATRD, MRC (material release confirmation), or MRO card. No record of document number in the MRHS file.	<p>a. Requisition modifier and the item is the responsibility of the recipient ASDA--make a thorough search to assure that the original requisition is not in the process of a manual review and that the MRHS file had been updated. If the original requisition is found and all essential data are complete and correct for processing, change the RDD and/or priority code and continue processing and furnish appropriate status to the requisitioner. If the original demand cannot be found, process the requisition modifier to completion. If the stock number is not the responsibility of the recipient ASDA and the applicable supply source can be determined, forward the requisition modifier to that source by a medium commensurate with the PD and furnish a supply status card, status code BL, to the originator</p> <p>b. Followup and the stock number is the responsibility of the recipient ASDA--make a thorough search to assure that the original requisition is not in the process of a manual review and that the MRHS file had been updated. If the requisition is not found and a thorough search of the MRHS (2-year history) has been made, convert "AT" followups to requisitions by changing the DIC to "AØ" and provide an "AE" supply status with status code BF to "AF" followups. If</p>

Appendix B--Continued

<u>Reject/ decision code</u>	<u>Condition causing reject</u>	<u>Action to be taken</u>
LA (cont)		<p>the stock number is not the responsibility of the recipient ASDA, forward the followup to the applicable item manager, if known, and advise the initiator of the followup by a supply status--reply to followup, status code BL. If the supply source or item manager of the stock number is not known and cannot be determined, return the followup immediately to the initiator and annotate the reason for the action.</p> <p>c. MRC, MATRD, or MRO card--make a thorough search to assure that the MRO card was not prepared off-line and that the MRHS file had been updated. If a record is found, update the MRHS file and continue processing. If no record is found, contact the activity shown in the MATRD card (cc 67-69), for possible correction of the document number. If the MATRD card or MRO card was erroneously transmitted, return to the sender by a medium commensurate with the PD other than transceiver. MRC cards with erroneous document numbers which cannot be identified in the MRHS file may be identified by re-searching the daily transaction history records of the stock number involved. If the stock number is the responsibility of another source of supply, ASDA, DSA, or GSA, forward the MRC card to the identified activity. If the stock number is the recipient ASDA's responsibility, the above research proves negative, file in segment 4 of MRHS file.</p>

Appendix B--Continued

<u>Reject/ decision code</u>	<u>Condition causing reject</u>	<u>Action to be taken</u>
LB	MATRD card or MRC card. Stock number or unit of issue does not match the MRHS file.	Contact the activity shown in card columns 67 through 69 of the MATRD card or if the document is an MRC card, use the matching MRO card for identification of the applicable shipping depot to obtain clarification and/or correction of erroneous data.
LC	MATRD card or MRC card. MRHS file does not contain an MRO card applicable to the depot submitting this denial or confirmation.	Make a thorough search to assure that the MRO card was not prepared off-line and that the MRHS file had been updated. If a record of the MRO card is found, update the MRHS file and continue processing. If no record is found, contact the activity shown in card columns 67 through 69 of the MATRD card, for clarification. If the document is an MRC card, construct an MRO card from the basic record and update the MRHS file with both documents.
LD	MATRD card or MRC card. The quantity on the MRC card is greater than the MRO card quantity and the DIC is other than "ARA," or the combined MATRD card and MRC card quantities are greater than the matching MRO card quantity.	<p>a. Check the MRHS file to see if the MRO card directing shipment contained a "G" in card column 72. If so, take the necessary action to adjust the MRHS file to show an increase in the quantity requisitioned.</p> <p>b. If the original MRO card did not contain a "G" in card column 72, contact the activity that prepared the document, for clarification of the quantity being shipped. If a keypunch or transmission error, correct and continue processing. A printout of the MRO record will identify the applicable depot to be contacted for clarification of the quantity on the MRC card.</p>

Appendix B--Continued

<u>Reject/ decision code</u>	<u>Condition causing reject</u>	<u>Action to be taken</u>
LE	MATRD card. Condition code does not match the MRHS file.	Contact the activity shown in card columns 67 through 69 for clarification and/or correction.
LF	MATRD card or MRC card. The quantity on the MRC card is less than the MRO card quantity and the DIC is other than "ARB," or the combined MATRD card and MRC card quantities are less than the matching MRO card quantity.	<p>a. Check the MRHS file to see if the MRO card directing shipment contained a "G" in card column 72. If so, take the necessary action to adjust the MRHS file to show a decrease in the quantity requisitioned.</p> <p>b. If the original MRO card did not contain a "G" in card column 72, check in-float documents for the possibility of a document containing a missing quantity having been previously rejected for manual review. If not found, contact the activity shown in card columns 67 through 69 of the MATRD card for clarification and/or correction. A printout of the MRO record will identify the depot to be contacted for clarification of the quantity shown on the MRC card.</p>
LG	MRC card (DIC's ARA, ARB, and ARØ), MATRD card (DIC A6_), or duplicate MATRD card (DIC B6_). The MRHS file has previously been updated with DIC A6_, B6_, ARA, ARB, or ARØ.	No action required--destroy.
LJ	MATRD card--third position of the DIC is "5" or "E."	Code this document so that when it becomes input to the issue routine, the resulting MRO card will be rejected for manual

Appendix B--Continued

<u>Reject/ decision code</u>	<u>Condition causing reject</u>	<u>Action to be taken</u>
LJ (cont)		application of exception data and will be mailed to the applicable shipping depot.
LK	Cancellation card--requests cancellation of a quantity that is equal to, or less than, the quantity yet to be supplied by direct delivery from a vendor or contractor.	<p>a. Hold cancellation in suspense.</p> <p>b. Contact the procurement activity and if the materiel has not been shipped, request cancellation or diversion to a distribution depot of the quantity to be canceled. Reenter cancellation to update the record, prepare a reply to cancellation (status code BQ), and forward to the activity requesting the cancellation.</p> <p>c. If the quantity requested to be canceled has been shipped and cannot be diverted--obtain the necessary data, such as mode of shipment, transportation control number (TCN) or bill of lading, and date of shipment. Reenter cancellation to update the MRHS file, and prepare a reply to cancellation shipment status card (DIC AU) for forwarding to the activity requesting the cancellation.</p> <p>d. If the item on procurement was a nonstocked/nonstandard item and was purchased solely to satisfy this customer's requirement, and the contractor cannot stop production, contact the requisitioner advising him that cancellation cannot be effected and that he is responsible for the cost of the item regardless of whether he accepts the materiel or not (AR 37-111).</p>

Appendix B--Continued

<u>Reject/ decision code</u>	<u>Condition causing reject</u>	<u>Action to be taken</u>
LL	Cancellation card--no record of the original demand in the MRHS file.	<p>a. If the stock number is the item responsibility of the recipient ASDA, make a thorough search to assure that the original requisition is not being reviewed off-line and that the MRHS file has been updated or that the original requisition has not been completed and retired from the MRHS file. When the original requisition cannot be located and/or the source of supply is not known, prepare and transmit a reply to the cancellation (DIC AE-status code BF). The cancellation request and status reply will be recorded in the MRHS file and necessary control established to preclude processing the requisition if received after the cancellation request.</p> <p>b. If the stock number is not the item responsibility of the recipient ASDA, forward the request for cancellation to the correct source of supply, if known, and furnish the requisitioner with a supply status card (status code BL).</p>
LQ	Requisition modifier or cancellation card--original requisition is on the MRHS file but is in process of a manual review.	<p>a. If the document is a cancellation request, locate the original requisition; prepare a reply to cancellation (status code B0), forward to the requester; and update the MRHS file with the requisition, the cancellation request, and the reply.</p> <p>b. If the document is a requisition modifier, locate the original requisition and if all</p>

Appendix B--Continued

<u>Reject/ decision code</u>	<u>Condition causing reject</u>	<u>Action to be taken</u>
LQ (cont)		essential data are complete and correct for processing, change the RDD and/or PD to agree with those shown on the requisition modifier and continue processing.
LS	MATRD card--resulted from an interservice supply support requirement.	<p>a. Review the printout of the MAR to determine whether the materiel reported in excess is located at another depot. If so, reinstate the item, coded to be processed only from the location where the item is available.</p> <p>b. If the excess materiel is not available at any other location, close the MRHS file by processing a cancellation and notify the DLSC in accordance with procedures outlined in DOD 4140.34-M.</p>
LU	Cancellation card--requests cancellation of an item for which a partial quantity has previously been shipped and the balance remains to be shipped by a vendor.	Prepare shipment status reply to cancellation for the quantity reported shipped. For the balance, take the same action as prescribed for reject/decision code LK above.
LV	Cancellation card--requests cancellation of a quantity that is greater than that recorded on back order for shipment from a depot.	<p>a. Review the printout of back-order file to determine the quantity recorded on back order.</p> <p>b. Prepare a cancellation re-entry for that quantity. (Do not reenter until research is accomplished for the remaining quantity.)</p>

Appendix B--Continued

<u>Reject/ decision code</u>	<u>Condition causing reject</u>	<u>Action to be taken</u>
LV (cont)		<p>c. If the remaining quantity has been shipped, prepare a reply to cancellation request--shipment status card for the quantity shipped. Reenter the above cancellation and prepare a reply to cancellation for the quantity that was recorded on back order.</p> <p>d. If the remaining quantity has been ordered shipped and there is no record of receipt of an MRC card or MATRD card, take the same action as prescribed for reject/decision code LM above, for that quantity.</p> <p>e. Upon completion of a manual review and when appropriate action has been taken for the total quantity, assure that cancellation replies are for the quantity requested to be canceled.</p>
LW	Cancellation card--requests cancellation of a quantity that is greater than that recorded on back order to be shipped from a vendor.	Take the same action as for reject/decision codes LK and LV above; however, contact the vendor by the most expeditious means possible in order to stop or divert shipment for that quantity recorded to be shipped from a vendor.

Appendix C

PURPOSE CODE AVAILABILITY SEARCH PATTERN

C-1. Vietnam requisitions.

<u>PD 01-03</u> <u>purpose codes</u>	<u>PD 04-08</u> <u>purpose codes</u>	<u>PD 09 and 16</u> <u>purpose codes</u>
A ²	A ²	A ²
M ²	M ²	M ²
F	F ¹	--
G ¹	G ¹	G ¹
H ¹	H ¹	--
W ¹	--	--
B ¹	B ¹	--
S ¹	S ¹	--
T ¹	T ¹	--
E ¹	E ¹	--
D ¹	D ¹	--

C-2. Other oversea area requisitions.

A ²	A ²	A ²
M ²	M ²	M ²
F	--	--
G ¹	G ¹	G ¹
H ¹	H ¹	--
B ¹	B ¹	--
S ¹	S ¹	--
T ¹	T ¹	--
E ¹	E ¹	--
D ¹	D ¹	--

C-3. CONUS requisitions.

A ²	A ²	A ²
M ²	M ²	M ²
F	--	--
G ¹	G ¹	G ¹
H ¹	H ¹	--
B ¹	B ¹	--
S ¹	S ¹	--
T ¹	T ¹	--
E ¹	E ¹	--
D ¹	D ¹	--

C-4. Foreign Military Sales (FMS) requisitions.

N ²	N ²	N ²
M ²	M ²	M ²
A	A	A
F ¹	--	--
G	G	--

C-5. Grant Aid requisitions.

J ²	J ²	J ²
M ²	M ²	M ²
A	A	A
F ¹	--	--
G	F ¹	--
S ¹	S ¹	--
T ¹	T ¹	--
E ¹	E ¹	--
D ¹	D ¹	--

C-6. Supply support arrangement (SSA) requisitions.

P	P	P
M ²	M ²	M ²
A	A	A
F ¹	--	--
G	G	--

¹Commodity managers will make final determination.

²ASDA's will submit asset revisions to data registered with DLSC whenever a significant change occurs.

Note. ASDA's may augment above pattern by including other purpose codes and controls, as necessary.

Figure C-1

Appendix D

DIVERSION TABLE FOR CANCELED MATERIEL

D-1. The military service of the consignee is responsible for transportation charges for reshipment (return) of canceled materiel to a diversion depot. The following transportation account codes (TAC's) identify the military service and account to be charged.

<u>Service</u>	<u>TAC</u>
Army	A298
Navy	H198
Air Force	F8A8
Marine	H224

D-2. When materiel must be diverted as a result of cancellation transactions and no special instructions are received from the NICP to determine the applicable diversion depot, the following table will be used. Special instructions for diversion actions, received with AC6 cancellation requests, will take precedence over this diversion table.

<u>Commodity command</u>	<u>Routing identifier code</u>	<u>Commodity command activity address code</u>	<u>Consolidation point/port designator</u>	<u>Diversion depot</u>	<u>Diversion depot activity address code</u>
USAPSA (excluding Class V)	B54	A5245A	101	NCAD	A25XAE
			302	RRAD	A45594
			301	SHAD	A62KCX
			1G1	NCAD	A25XAE
			1GC	NCAD	A25XAE
			1KB	NCAD	A25XAE
			1K2	NCAD	A25XAE
			1LA	NCAD	A25XAE
			1G9	NCAD	Z25XAE
			2B1	ATAD	A33HRV
			2DC	ATAD	A33HRV
			3D1	SHAD	A62KCX
			3D2	SHAD	A62KCX
			3DK	SHAD	A62KCX
			3DS	SHAD	A62KCX
			3HS	SHAD	A62KCX
(Class V)			IG5	LEAD	A25YAA
			IN4	ANAD	A31FVU
			3CD	SIAD	A62KAO
			3C4	SIAD	A62KAC
			3HL	SIAD	A62KAO
AVSCOM	B17	A58737	101	NCAD	A25XAF
			302	RRAD	A45GVH
			301	SHAD	A62KAT
			1G1	NCAD	A25XAF
			1GC	NCAD	A25XAF
			1KB	NCAD	A25XAF
			1K2	NCAD	A25XAF
			1LA	NCAD	A25XAF
			1G9	NCAD	A25XAF
			2B1	ATAD	A33AAJ
			2DC	RRAD	A45GVH
			3D1	SHAD	A62KAT
			3D2	SHAD	A62KAT
			3DK	SHAD	A62KAT
			3DS	SHAD	A62KAT
			3HS	SHAD	A62KAT
ECOM	B16	A25656	101	TOAD	A25TBB
			302	SAAD	A62KBT
			301	SAAD	A62KBT
			1G1	TOAD	A25TBB
			1GC	TOAD	A25TBB
			1KB	TOAD	A25TBB
			1K2	TOAD	A25TBB
			1LA	TOAD	A25TBB
			1G9	TOAD	A25TBB
			2B1	LBAD	A22TAZ
			2DC	LBAD	A22TAZ
			3D1	SAAD	A62KBT
			3D2	SAAD	A62KBT
			3DK	SAAD	A62KBT
			3DS	SAAD	A62KBT
			3HS	SAAD	A62KBT

Figure D-1

Appendix D--Continued

Commodity command	Routing iden- tifier code	Commodity command activity address code	Consolidation point/port designator	Diversion depot	Diversion depot activity address code			
MICON (excluding Class V)	B64	A3168R	101	NCAD	A25XCB			
			302	RRAD	A45GVM			
			301	PUAD	A51710			
			1G1	LEAD	A25TAY			
			1GC	LEAD	A25TAY			
			1KB	LEAD	A25TAY			
			1K2	LEAD	A25TAY			
			1LA	LEAD	A25TAY			
			1G9	LEAD	A25TAY			
			2B1	ANAD	A31RNR			
			2DC	ANAD	A31RNR			
			3D1	TEAD	A67KAR			
			3DT	TEAD	A67KAR			
			3DK	TEAD	A67KAR			
			3DS	TEAD	A67KAR			
			3HS	TEAD	A67KAR			
			(Class V)			1GC	LEAD	A2537J
						1N4	ANAD	A31RNR
						3CD	SIAD	A62KBR
						3C4	SIAD	A62KBR
						3HL	SIAD	A62KBR
TROSCOM	A12	A58202	101	TOAD	A2563H			
			302	PUAD	A51AXK			
			301	SHAD	A62KAQ			
			1G1	TOAD	A2563H			
			1GC	TOAD	A2563H			
			1KB	TOAD	A2563H			
			1K2	TOAD	A2563H			
			1LA	TOAD	A2563H			
			1G9	TOAD	A2563H			
			2B1	ATAD	A33AAB			
			2DC	ATAD	A33AAB			
			3D1	SHAD	A62KAQ			
			3D2	SHAD	A62KAQ			
			3DK	SHAD	A62KAQ			
			3DS	SHAD	A62KAQ			
			3HS	SHAD	A62KAQ			
			TACOM	B24 AKZ	A56624	101	NCAD	A25XCA
						301	RRAD	A45GVH
						302	SHAD	A62KBT
						1G1	LEAD	A25TAY
1GC	LEAD	A25TAY						
1KB	LEAD	A25TAY						
1K2	LEAD	A25TAY						
1LA	LEAD	A25TAY						
1G9	LEAD	A25TAY						
2B1	ANAD	A31RNR						
2DC	RRAD	A45594						
3D1	SAAD	A62KBT						
302	SAAD	A63KBT						
3DK	SAAD	A62KBT						
3DS	SAAD	A62KBT						
3HS	SAAD	A62KBT						
WECOM	B14	A5250B				101	NCAD	A25XCD
						301	RRAD	A45594
						302	SHAD	A62KBR
						1G1	LEAD	A25TAY
			1GC	LEAD	A25TAY			
			1KB	LEAD	A25TAY			
			1K2	LEAD	A25TAY			
			1LA	LEAD	A25TAY			
			1G9	LEAD	A25TAY			
			2B1	ANAD	A31RNR			
			2DC	ANAD	A31RNR			
			3D1	SAAD	A6259W			
			3D2	SAAD	A6259W			
			3DK	SAAD	A6259W			
			3DS	SAAD	A6259W			
			3HS	SAAD	A6259W			

Figure D-1 (continued)

APPENDIX E

TIME CONVERSION CHART FOR THE
SYNCHRONIZATION OF NACP AND DEPOT ADP ISSUE CYCLES

NACP ADP PROCESSING CYCLE	SCHEDULED NACP COMPUTER PROCESSING CYCLES	LATEST SCHEDULED NACP TRANSMISSION OF MRO'S	TIME CONVERSION FOR LATEST MRO TRANSMISSION (ZULU TO LOCAL)				
			EASTERN TIME ZONE EST EDT	CENTRAL TIME ZONE CST CDT	MOUNTAIN TIME ZONE MST MDT	PACIFIC TIME ZONE PST PDT	
<u>Weekdays</u>							
Wrap up (PD 01-15 demands/ MRO's, MATRD's, and other documents)	*	0300	2200 2300	2100 2200	2000 2100	1900 2000	
High priority (PD 01-08 demands/ MRO's, MATRD's, and balance flashers)	*	1200	0700 0800	0600 0700	0500 0600	0400 0500	
<u>Sat-Sun-Holidays</u>							
High priority (PD 01-08 demands/ MRO's, MATRD's, and balance flashers)	*	0300	2200 2300	2100 2200	2000 2100	1900 2000	

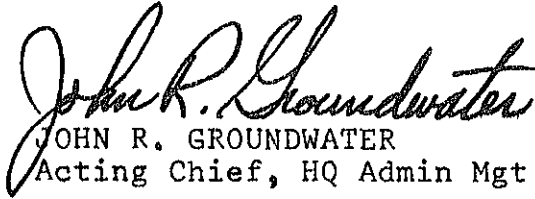
*NACP cycles will be scheduled in time to meet the latest MRO transmission times and will consider cycle running time, MRO movement time to the AUTODIN terminal, and AUTODIN terminal processing time.

Figure E-1

(AMCSU-M)

FOR THE COMMANDER:

OFFICIAL:



JOHN R. GROUNDWATER
Acting Chief, HQ Admin Mgt Ofc

JOSEPH W. PEZDIRTZ
Major General, USA
Chief of Staff

DISTRIBUTION:
A and B